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Town of North Yarmouth Land Use Ordinance

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TOWN OF NORTH YARMOUTH LAND USE ORDINANCE

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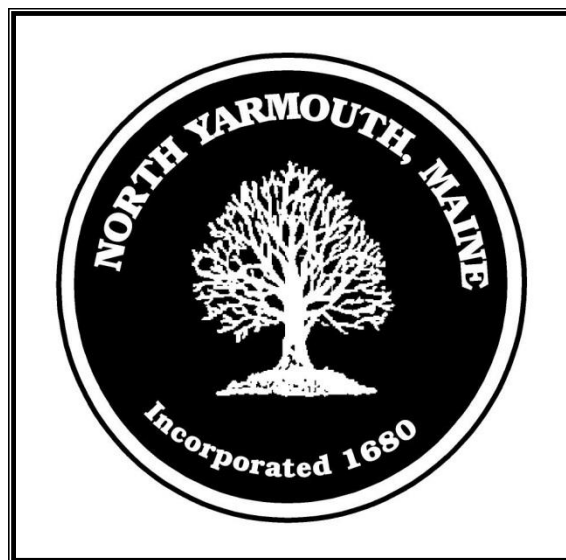


TABLE OF CONTENTS

ARTICLE I. GENERAL PROVISIONS	5
<i>SECTION 1-1. TITLE.....</i>	<i>5</i>
<i>SECTION 1-2. AUTHORITY</i>	<i>5</i>
<i>SECTION 1-3. PURPOSE</i>	<i>5</i>
<i>SECTION 1-4. CONFLICT WITH OTHER ORDINANCES.....</i>	<i>6</i>
<i>SECTION 1-5. SEPARABILITY.....</i>	<i>6</i>
<i>SECTION 1-6. EFFECTIVE DATE OF THIS ORDINANCE AND REPEAL OF FORMERLY ADOPTED ORDINANCES AND REGULATIONS.....</i>	<i>6</i>
<i>SECTION 1-7. AMENDMENTS TO THIS ORDINANCE</i>	<i>6</i>
ARTICLE II. NON-CONFORMANCE.....	8
<i>SECTION 2-1. INTENT</i>	<i>8</i>
<i>SECTION 2-2. GENERAL.....</i>	<i>8</i>
<i>SECTION 2-3. NON-CONFORMING STRUCTURES.....</i>	<i>8</i>
<i>SECTION 2-4. NON-CONFORMING USES</i>	<i>10</i>
<i>SECTION 2-5. NON-CONFORMING LOTS</i>	<i>11</i>
<i>SECTION 2-6. VESTED RIGHTS.....</i>	<i>12</i>
ARTICLE III. ADMINISTRATION AND ENFORCEMENT	13
<i>SECTION 3-1. CODE ENFORCEMENT OFFICER (CEO).....</i>	<i>13</i>
<i>SECTION 3-2. APPROVALS AND PERMITS REQUIRED</i>	<i>13</i>
<i>SECTION 3-3. BUILDING/LAND USE PERMITS</i>	<i>14</i>
<i>SECTION 3-4. EXPIRATION OF PERMITS.....</i>	<i>16</i>
<i>SECTION 3-5. TRANSFER OF PERMITS</i>	<i>17</i>
<i>SECTION 3-6. CERTIFICATE OF OCCUPANCY</i>	<i>17</i>
<i>SECTION 3-7. FEES</i>	<i>17</i>
<i>SECTION 3-8. PERFORMANCE GUARANTEES.....</i>	<i>17</i>
<i>SECTION 3-9. CONFORMANCE WITH OTHER LAWS, REGULATIONS.....</i>	<i>19</i>
<i>SECTION 3-10. LEGAL ACTION AND VIOLATIONS</i>	<i>19</i>
ARTICLE IV. SITE PLAN REVIEW AND CONDITIONAL USE PROCEDURES	21
<i>SECTION 4-1. PURPOSE.....</i>	<i>21</i>
<i>SECTION 4-2. APPLICABILITY</i>	<i>21</i>
<i>SECTION 4-3. REVIEW AND APPROVAL AUTHORITY</i>	<i>21</i>
<i>SECTION 4-4. PROCEDURES.....</i>	<i>22</i>
<i>SECTION 4-5. GROUNDWATER PROTECTION OVERLAY DISTRICT: ADDITIONAL SUBMISSION REQUIREMENTS</i>	<i>28</i>
<i>SECTION 4-6. CONDITIONAL USES.....</i>	<i>31</i>
ARTICLE V. SUBDIVISION REVIEW PROCEDURES AND CRITERIA	33
<i>SECTION 5-1. PURPOSES.....</i>	<i>33</i>
<i>SECTION 5-2. AUTHORITY AND ADMINISTRATION</i>	<i>33</i>
<i>SECTION 5-3. PRE-APPLICATION MEETING, SKETCH PLAN AND SITE INSPECTION.....</i>	<i>33</i>
<i>SECTION 5-4. SPECIAL SUBMISSION REQUIREMENTS</i>	<i>34</i>
<i>SECTION 5-5. MINOR SUBDIVISION</i>	<i>34</i>
<i>SECTION 5-6. PRELIMINARY PLAN FOR MAJOR SUBDIVISION</i>	<i>39</i>
<i>SECTION 5-7. FINAL PLAN FOR MAJOR SUBDIVISION</i>	<i>43</i>

NORTH YARMOUTH LAND USE ORDINANCE: TABLE OF CONTENTS

SECTION 5-8. FINAL APPROVAL AND FILING FOR MINOR AND MAJOR SUBDIVISIONS.....	46
SECTION 5-9. REVISIONS TO APPROVED PLANS FOR MINOR AND MAJOR SUBDIVISIONS	47
SECTION 5-10. INSPECTIONS AND ENFORCEMENT.....	47
SECTION 5-11. WAIVERS.....	49
SECTION 5-12. SUBDIVISION REVIEW CRITERIA	49
ARTICLE VI. VARIANCES AND APPEALS	53
SECTION 6-1. APPOINTMENT AND COMPOSITION	53
SECTION 6-2. POWERS AND DUTIES OF THE ZONING BOARD OF APPEALS (ZBA).	53
SECTION 6-3. ADMINISTRATIVE APPEALS, VARIANCES AND MISCELLANEOUS APPEALS..	53
ARTICLE VII. ZONING DISTRICT REGULATIONS	58
SECTION 7-1. ESTABLISHMENT OF DISTRICTS.....	58
SECTION 7-2. ZONING MAP AND LOCATIONS OF DISTRICTS	58
SECTION 7-3. DISTRICT PURPOSES.....	60
SECTION 7-4. DISTRICT LAND USE TABLE.....	62
SECTION 7-5. SPECIAL EXCEPTION FOR SINGLE FAMILY DWELLINGS AND ACCESSORY STRUCTURES IN THE RESOURCE PROTECTION DISTRICT	73
SECTION 7-6. SPACE AND DIMENSIONAL REQUIREMENTS.....	74
ARTICLE VIII. GENERAL REQUIREMENTS: APPLICABLE TO ALL LAND USES	80
SECTION 8-1. PURPOSE AND APPLICABILITY.....	80
SECTION 8-2. UTILIZATION OF THE SITE.....	80
SECTION 8-3. BACK LOTS AND STREET ACCESS REQUIREMENTS	80
SECTION 8-4. DRIVEWAY/ROAD ENTRANCE PERMIT REQUIREMENTS	81
SECTION 8-5. EROSION AND SEDIMENTATION CONTROL.....	83
SECTION 8-6. SEWAGE DISPOSAL	83
SECTION 8-7. SIGNS	83
SECTION 8-8. STORM WATER CONTROL	85
SECTION 8-9. WATER QUALITY.....	85
SECTION 8-10. WELLS.....	86
SECTION 8-11. ANIMAL HUSBANDRY.....	86
SECTION 8-12. FLOODPLAIN MANAGEMENT.....	87
ARTICLE IX. SPECIAL DISTRICT STANDARDS	88
SECTION 9-1. RESIDENTIAL SHORELAND DISTRICT AND RESOURCE PROTECTION DISTRICT PERFORMANCE STANDARDS.....	88
SECTION 9-2. GROUNDWATER PROTECTION OVERLAY DISTRICT: BEST MANAGEMENT PRACTICES.....	99
SECTION 9-3. ROYAL RIVER CORRIDOR OVERLAY DISTRICT.....	104
ARTICLE X. PERFORMANCE AND DESIGN STANDARDS FOR SITE PLAN REVIEW AND SUBDIVISION REVIEW	106
SECTION 10-1. APPLICABILITY	106
SECTION 10-2. GENERAL LAYOUT OF DEVELOPMENT.....	106
SECTION 10-3. BROOK, POND, VERNAL POOL AND WETLAND BUFFERS.....	107
SECTION 10-4. BUILDING DESIGN STANDARDS	110
SECTION 10-5. COMMUNITY FACILITIES IMPACT ANALYSIS AND MITIGATION.....	110
SECTION 10-6. EROSION AND SEDIMENTATION CONTROL.....	111
SECTION 10-7. EMISSIONS	112
SECTION 10-8. EXTERIOR LIGHTING	112

NORTH YARMOUTH LAND USE ORDINANCE: TABLE OF CONTENTS

SECTION 10-9. FINANCIAL AND TECHNICAL CAPACITY	112
SECTION 10-10. FLOODPLAIN MANAGEMENT	113
SECTION 10-11. HAZARDOUS, SPECIAL, AND RADIOACTIVE MATERIALS	113
SECTION 10-12. HISTORIC AND ARCHAEOLOGICAL SITES.....	114
SECTION 10-13. LANDSCAPING, BUFFERS AND SCREENING	114
SECTION 10-14. NATURAL BEAUTY AND AESTHETICS IN THE FARM AND FOREST DISTRICT, RESIDENTIAL SHORELAND DISTRICT AND RESOURCE PROTECTION DISTRICT	115
SECTION 10-15. NOISE.....	115
SECTION 10-16. SEWAGE DISPOSAL	116
SECTION 10-17. SIGNS	116
SECTION 10-18. SOIL SUITABILITY.....	117
SECTION 10-19. SOLID WASTE DISPOSAL	118
SECTION 10-20. STORAGE OF MATERIALS.....	118
SECTION 10-21. STORM WATER CONTROL	118
SECTION 10-22. RECREATION AND OPEN SPACE LAND IN DEVELOPMENTS	119
SECTION 10-23. WATER SUPPLY	120
SECTION 10-24. WATER QUALITY.....	121
SECTION 10-25. PROTECTION OF SIGNIFICANT WILDLIFE HABITAT.....	123
SECTION 10-26. PUBLIC ACCESS TO THE SHORELINE	123
SECTION 10-27. BACK LOTS AND ACCESS	124
SECTION 10-28. ACCESS MANAGEMENT STANDARDS	124
SECTION 10-29. SUBDIVISION STREET CONNECTIVITY REQUIRED IN THE VILLAGE CENTER AND VILLAGE RESIDENTIAL DISTRICTS	127
SECTION 10-30. SUBDIVISION STREET LENGTH AND CONNECTION REQUIREMENTS IN THE FARM AND FOREST DISTRICT AND RESIDENTIAL SHORELAND DISTRICT.....	128
SECTION 10-31. ROAD DESIGN AND CONSTRUCTION STANDARDS.....	129
SECTION 10-32. PEDESTRIAN WAYS AND BICYCLE ACCESS, CIRCULATION AND FACILITIES	130
SECTION 10- 33. INTERNAL VEHICULAR CIRCULATION	131
SECTION 10-34. OFF STREET PARKING.....	132
SECTION 10-35. OFF STREET LOADING REQUIREMENTS.....	134
ARTICLE XI. STANDARDS FOR SPECIFIC ACTIVITIES.....	135
SECTION 11-1. ACCESSORY APARTMENTS.....	135
SECTION 11-2. AFFORDABLE HOUSING.....	135
SECTION 11-3. CLUSTERED HOUSING DEVELOPMENT AND OPEN SPACE DEVELOPMENT	137
SECTION 11-4. HOME OCCUPATIONS	142
SECTION 11-5. MANUFACTURED HOUSING ON INDIVIDUAL LOTS.....	143
SECTION 11-6. MOBILE HOME PARKS.....	144
SECTION 11-7. MULTIPLEX DWELLINGS.....	147
SECTION 11-8. EXTRACTION OF EARTH MATERIALS (MINERAL EXTRACTION).....	148
SECTION 11-9. WIRELESS COMMUNICATIONS FACILITIES	150
SECTION 11-10. HOME OWNER/PROPERTY OWNERS' ASSOCIATIONS	155
SECTION 11-11. HOME BASED OCCUPATIONS	142
ARTICLE XII. DEFINITIONS.....	157

ARTICLE I. GENERAL PROVISIONS

SECTION 1-1. TITLE

This Ordinance shall be know as the “Town of North Yarmouth Land Use Ordinance”, and may be referred to by said designation. No building or structure shall be erected, structurally altered, enlarged, repaired, moved, rebuilt, or used, and no land shall be used, except in conformity with the provisions of this Ordinance.

SECTION 1-2. AUTHORITY

This Ordinance is adopted pursuant to the enabling provisions of the Maine Constitution; the provisions of 30-A, M.R.S.A Section 3001 (Home Rule); the State’s Comprehensive Planning and Land Use Regulation Act, 30-A, M.R.S.A., Sections 4312 et. seq.; the Mandatory Shoreland Zoning Act, 38 M.R.S.A. Sections 435 et. seq.; and the Subdivision Law, 30-A, M.R.S.A. Section 4401, et. seq..

SECTION 1-3. PURPOSE

This Ordinance is adopted for the following purposes:

- To implement the provisions of the town’s Comprehensive Plan, adopted March 13, 2004, as amended from time to time.
- To provide for the health, safety and general welfare of its inhabitants
- To encourage orderly growth and development in appropriate areas of the community, while protecting rural character, and making efficient use of public services
- To encourage the most appropriate use of land throughout the town
- To promote traffic safety
- To provide adequate light and air, and safety from fire and other elements
- To promote coordinated development of unbuilt areas
- To encourage the formation of community units
- To provide an allotment of land area for new developments sufficient for all the requirements of community life
- To conserve and protect natural resources, including wildlife habitat, scenic and cultural resources
- To provide for adequate and cost-effective public services
- To control building sites, placement of structures and land uses
- To conserve natural beauty and open space
- In shoreland areas:
 - To further the maintenance of safe and healthful conditions
 - To prevent and control water pollution
 - To protect fish spawning grounds, aquatic life, bird and other wildlife habitat
 - To protect buildings and lands from flooding and accelerated erosion
 - To protect freshwater wetlands
 - To conserve shore cover, and visual as well as actual points of access to inland waters
 - To anticipate and respond to the impacts of development in shoreland areas

Article I. General Provisions

SECTION 1-4. CONFLICT WITH OTHER ORDINANCES

Whenever the requirements of this Ordinance are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, deed restrictions or covenants, the most restrictive, or that imposing the higher standards, shall govern.

SECTION 1-5. SEPARABILITY

In the event any section, subsection or any portion of this Ordinance shall be declared by any court of competent jurisdiction to be invalid for any reason, such section shall not be deemed to affect the validity of any other section, subsection or other portion of this Ordinance. To this end, the provisions of this Ordinance are hereby declared to be separable.

SECTION 1-6. EFFECTIVE DATE OF THIS ORDINANCE AND REPEAL OF FORMERLY ADOPTED ORDINANCES AND REGULATIONS [Amended 5/17/08]

A. Effective Date of Ordinance and Ordinance Amendments: This Ordinance became effective on its date of enactment, June 14, 2005. Notwithstanding Section 1-6.B below, any amendments to this Ordinance take effect upon enactment by the Town of North Yarmouth.

B. Shoreland Zoning Provisions¹: The shoreland zoning provisions of this Ordinance shall be effective upon the date of adoption subject to Commissioner of the Department of Environmental Protection approval. A certified copy of the Ordinance, or Ordinance Amendment, attested and signed by the Town Clerk, shall be forwarded to the Commissioner of the Department of Environmental Protection for approval. If the Commissioner fails to act on the shoreland zoning provisions, or shoreland zoning amendment, of this Ordinance within 45 days of his/her receipt of the Ordinance, it shall be automatically approved.

C. Repeal and Replacement of Prior Ordinances and Regulations: Adoption of this Ordinance repeals and replaces the previously adopted Zoning Ordinance, Shoreland Zoning Ordinance and the Subdivision Regulations for the town of North Yarmouth adopted by the Planning Board.

D. Repeal of Municipal Timber Harvesting Regulation [Adopted 5/17/08]: The municipal regulation of timber harvesting activities is repealed on the statutory date established under 38 M.R.S.A. Section 438-A(5), at which time the State of Maine Department of Conservation's Bureau of Forestry shall administer timber harvesting standards in the Residential Shoreland District and Resource Protection District.

The Maine Forest Service will be responsible for enforcement of the rules for timber harvesting and related activities in shoreland areas beginning on January 1, 2013.

SECTION 1-7. AMENDMENTS TO THIS ORDINANCE

A. General: This Ordinance may be amended by a majority vote of the registered voters in attendance at a regular town meeting or special town meeting called by the Municipal Officers. The Ordinance may

¹ Shoreland zoning provisions include those provisions associated with the Resource Protection District and the Residential Shoreland District.

Article I. General Provisions

1 also be amended at a regular town meeting upon a written petition of at least 10 percent of the town's
2 registered voters. In all cases a public hearing shall be held prior to the town meeting vote on the
3 proposed amendment.

4
5 **B. Shoreland Zoning Amendments¹**: Copies of amendments relative to the shoreland zones, attested and
6 signed by the Town Clerk, shall be submitted to the Commissioner of the Department of Environmental
7 Protection following adoption by the town and shall not be effective unless approved by the
8 Commissioner. If the Commissioner fails to act on any amendment within 45 days of his/her receipt of
9 the amendment, the amendment is automatically approved. Any application for a permit in the shoreland,
10 submitted to the town within the 45-day period shall be governed by the terms of the amendment, if the
11 Commissioner approves such amendment.

ARTICLE II. NON-CONFORMANCE

SECTION 2-1. INTENT [Amended 5/17/08]

It is the intent of this Ordinance to promote land use conformities, except that non-conforming conditions that existed before the effective date of this Ordinance or amendments thereto shall be allowed to continue, subject to the requirements set forth in this section. Except as otherwise provided in this Ordinance, a non-conforming condition shall not be permitted to become more non-conforming.

SECTION 2-2. GENERAL

A. Transfer of Ownership: Non-conforming structures, lots, and uses may be transferred, and the new owner may continue the non-conforming use or continue to use the non-conforming structure or lot, subject to the provisions of this Ordinance.

B. Repairs and Maintenance: This Ordinance allows, without a permit, the normal upkeep and maintenance of non-conforming uses and structures including repairs or renovations that do not involve expansion of the non-conforming use or structure, and such other changes in a non-conforming use or structure as federal, state, or local building and safety codes may require.

C. Reduction in Lot Size: Except as expressly provided in this Article or for taking by eminent domain or a conveyance in lie thereof, no lot shall be reduced in size by conveyance of a portion thereof unless (1) the remaining land meets the minimum lot size required for the zoning district in which the land is located, and (2) the land to be conveyed either meets the minimum lot size requirement or will be conveyed to the owner of abutting property, the town, or to a conservation organization in conjunction with covenants or similar restrictions that prohibit development. If the aforementioned lot is conveyed to the owner of abutting property it must be combined with the abutter's property so that said non-conforming lot is no longer a non-conforming lot.

SECTION 2-3. NON-CONFORMING STRUCTURES [Amended 5/17/08]

A. Expansions: A non-conforming structure may be added to or expanded after obtaining a permit from the same permitting authority as for a new structure, if such addition or expansion does not increase the non-conformity of the structure.

Further limitations within the Residential Shoreland District and Resource Protection District:

1. After January 1, 1989 if any portion of a structure is less than the required setback from the Royal River, Chandler Brook, the East Branch, Toddy Brook, Deer Brook, Pratt's Brook, the unnamed tributary to Chandler Brook, or a tributary stream, or the upland edge of Knight's Pond or the Deer Brook wetland, that portion of the structure shall not be expanded, as measured in floor area or volume, by 30 percent or more, during the lifetime of the structure. If a replacement structure conforms to the requirements of Section 2-3.C.3. Reconstruction or Replacement, and is less than the required setback from the aforementioned bodies of water, the replacement structure may not be expanded if the original structure existing on January 1, 1989 had been expanded by 30 percent in floor area and volume since that date.
2. Whenever a new, enlarged, or replacement foundation is constructed under a non-conforming structure, the structure and new foundation must be placed such that the setback requirement is met to the greatest practical extent as determined by the Planning Board or its designee, basing its decision on the criteria specified in Section 2-3.C. Relocation. If the completed foundation does not extend beyond the exterior dimensions of the structure, except for expansion in conformity with Section 2-3.A.1, and the foundation does not cause the structure to be elevated by more than

Article II. Non-Conformance

3 additional feet, as measured from the uphill side of the structure (from the original ground level to the bottom of the first floor sill), it shall not be considered to be an expansion of the structure.

B. Relocation: A non-conforming structure may be relocated within the boundaries of the parcel on which the structure is located provided that the site of relocation conforms to all setback requirements to the greatest practical extent as determined by the Planning Board, or its designee, and provided that the applicant demonstrates that the present subsurface sewage disposal system meets the requirements of State law and the State of Maine Subsurface Wastewater Disposal Rules, or that a new system can be installed in compliance with the law and said Rules. In no case shall a structure be relocated in a manner that causes the structure to be more non-conforming. In determining whether the building relocation meets the setback to the greatest practical extent, the Planning Board, or its designee, shall consider the size of the lot, the slope of the land, the potential for soil erosion, the location of other structures on the property and on adjacent properties, the location of the septic system and other on-site soils suitable for septic systems, and the type and amount of vegetation to be removed to accomplish the relocation within the Residential Shoreland District and/or Resource Protection District. When it is necessary to remove vegetation in order to relocate a structure, the Planning Board shall require replanting of native vegetation to compensate for the destroyed vegetation. In addition, the area from which the relocated structure was removed must be replanted with vegetation. Replanting shall be required as follows:

1. Trees removed in order to relocate a structure must be replanted with at least one native tree, 3 feet in height, for every tree removed. If more than 5 trees are planted, no one species of tree shall make up more than 50% of the number of trees planted. Replaced trees must be planted no further from the water or wetland than the trees that were removed. Other woody and herbaceous vegetation, and ground cover, that are removed or destroyed in order to relocate a structure must be re-established. An area at least the same size as the area where vegetation and/or ground cover was disturbed, damaged, or removed must be reestablished within the setback area. The vegetation and/or ground cover must consist of similar native vegetation and/or ground cover that was disturbed, destroyed or removed.
2. Where feasible, when a structure is relocated on a parcel the original location of the structure shall be replanted with vegetation which may consist of grasses, shrubs, trees, or a combination thereof.

C. Reconstruction or Replacement:

1. Within the **Village Center District, Village Residential District and Farm and Forest District** the following shall apply: Any non-conforming structure which is located less than the required setback from a property line, or does not meet the lot coverage requirements, and which is removed, or damaged or destroyed, regardless of the cause may be reconstructed or replaced provided that a permit is obtained within 2 years of the date of said damage or destruction, and provided that such reconstruction or replacement is in compliance with the setback and lot coverage requirements to the greatest practical extent as determined by the Planning Board in accordance with the purposes of this Ordinance. The Planning Board shall consider any opportunity to increase conformity based on the configuration of the lot, but in no case shall a structure be reconstructed or replaced so as to increase its non-conformity.
2. Within the **Residential Shoreland District and the Resource Protection District** the following shall apply:
 - a. Any non-conforming structure which is located less than the required setback from the Royal River, Chandler Brook, the East Branch, Knight's Pond, the Deer Brook wetland, Toddy Brook, Deer Brook, Pratt's Brook, the unnamed tributary to Chandler Brook or a tributary stream, and which is removed, or damaged or destroyed, regardless of the cause, by more than 50 percent of the market value of the structure before such damage, destruction or removal, may be reconstructed or replaced provided that a permit is obtained within one year of the date of said damage, destruction, or removal, and provided that such reconstruction or

Article II. Non-Conformance

replacement is in compliance with the water or wetland setback requirement to the greatest practical extent as determined by the Planning Board or its designee in accordance with the purposes of this Ordinance. In no case shall a structure be reconstructed or replaced so as to increase its non-conformity. If the reconstructed or replacement structure is less than the required setback it shall not be any larger than the original structure, except as allowed pursuant to Section 2-3.C.1. Expansions, above, as determined by the non-conforming floor area and volume of the reconstructed or replaced structure at its new location. If the total amount of floor area and volume of the original structure can be relocated or reconstructed beyond the required setback area, no portion of the relocated or reconstructed structure shall be replaced or constructed at less than the setback requirement for a new structure. When it is necessary to remove vegetation in order to replace or reconstruct a structure, vegetation shall be replanted in accordance with Section 2-3.C.2. Relocation, above.

- b. Any non-conforming structure which is located less than the required setback from the Royal River, Chandler Brook, the East Branch, Knight's Pond, the Deer Brook wetland, Toddy Brook, Deer Brook, Pratt's Brook, the unnamed tributary to Chandler Brook, or a tributary stream, and which is removed by 50 percent or less of the market value, or damaged or destroyed by 50 percent or less of the market value of the structure, excluding normal maintenance and repair, may be reconstructed in place if a permit is obtained from the Code Enforcement Officer within one year of such damage, destruction, or removal.
- c. In determining whether the building reconstruction or replacement meets the setback to the greatest practical extent the Planning Board or its designee shall consider in addition to the criteria Section 2-3.B. Relocation, the physical condition and type of foundation present, if any.

D. Change of Use of a Non-conforming Structure: The use of a non-conforming structure may not be changed to another use unless the Planning Board after receiving a written application determines that the new use will be consistent with the surrounding character and uses, and will have no greater adverse impact on the water body, tributary stream or wetland, or on the subject or adjacent properties and resources than the existing use. In determining that no greater adverse impact will occur, the Planning Board shall require written documentation from the applicant, regarding the probable effects on public health and safety, erosion and sedimentation, water quality, fish and wildlife habitat, vegetative cover, visual and actual points of public access to waters, natural beauty, flood plain management, archaeological and historic resources, and commercial fishing activities, and other functionally water-dependent uses.

SECTION 2-4. NON-CONFORMING USES [Amended 5/17/08]

A. Expansions: Expansions of non-conforming uses are prohibited, except that non-conforming residential uses may, after obtaining a permit from the Planning Board, be expanded within existing residential structures or within expansions of such structures as allowed in Section 2-3.A. Expansions.

B. Resumption Prohibited: A lot, building or structure in or on which a non-conforming use is discontinued for a period exceeding one year, or which is superseded by a conforming use, may not again be devoted to a nonconforming use except that the Planning Board may, for good cause shown by the applicant, grant up to a one year extension to that time period. This provision shall not apply to the resumption of a use of a residential structure provided that the structure has been used or maintained for residential purposes during the preceding 5-year period.

C. Change of Use: An existing non-conforming use may be changed to another non-conforming use provided that the proposed use has no greater adverse impact on the subject and adjacent properties and resources than the former use, as determined by the Planning Board. The determination of no greater

Article II. Non-Conformance

adverse impact shall be made according to criteria listed in Section 2-3.D. Change of Use of a Non-conforming Structure.

SECTION 2-5. NON-CONFORMING LOTS [Amended 5/17/08]

A. Within the Village Center District, Village Residential District, and Farm and Forest District the following shall apply: A non-conforming lot of record as of the effective date of this Ordinance (June 14, 2005) may be built upon, without the need for a variance, provided that all provisions of this Ordinance except lot area, lot width and/or lot frontage can be met. Variances relating to setback or other requirements not involving lot area, lot width and/or frontage shall be obtained by action of the Zoning Board of Appeals (ZBA). Further, a non-conforming lot of record as of the effective date of this Ordinance (June 14, 2005) does not have to be combined with a contiguous lot in the same ownership.

B. Within the Residential Shoreland District and the Resource Protection District the following shall apply:

1. Non-conforming Lots: A non-conforming lot of record as of the effective date of this Ordinance or amendment thereto may be built upon, without the need for a variance, provided that such lot is in separate ownership and not contiguous with any other lot in the same ownership, and that all provisions of this Ordinance except lot area, lot width and shore frontage can be met. Variances relating to setback or other requirements not involving lot area, lot width or shore frontage shall be obtained by action of the ZBA.

2. Contiguous Built Lots: If two or more contiguous lots or parcels are in a single or joint ownership of record at the time of the effective date of this ordinance provision (June 29, 1992) ~~of adoption of this Ordinance~~, if all or part of the lots do not meet the dimensional requirements of this Ordinance, and if a principal use or structure exists on each lot, the non-conforming lots may be conveyed separately or together, provided that the State Minimum Lot Size Law (12 M.R.S.A. Section 4807-A through Section 4807-D) and the State of Maine Subsurface Wastewater Disposal Rules are complied with.

If two or more principal uses or structures existed on a single lot of record on the effective date of this ordinance provision (June 29, 1992), each may be sold on a separate lot provided that the above referenced law and rules are complied with. When such lots are divided each lot thus created must be as conforming as possible to the dimensional requirements of this Ordinance.

These provisions (B.2) shall also apply to those contiguous built lots that were conforming between June 29, 1992 and June 14, 2005, but became non-conforming on June 14, 2005.

3. Contiguous Lots: Vacant or Partially Built: If two or more contiguous lots or parcels are in single or joint ownership of record at the time of or since adoption or amendment of this Ordinance, if any of these lots do not individually meet the dimensional requirements of this Ordinance or subsequent amendments, and if one or more of the lots are vacant or contain no principal structure the lots shall be combined to the extent necessary to meet the dimensional requirements.

This provision shall not apply to 2 or more contiguous lots, at least one of which is non-conforming, owned by the same person, persons or entity, on of the effective date of this ordinance provision (June 29, 1992) and recorded in the registry of deeds if the lot is served by a public sewer or can accommodate a subsurface sewage disposal system in conformance with the State of Maine Subsurface Wastewater Disposal Rules; and

- a.** Each lot contains at least 100 feet of shore frontage and at least 20,000 square feet of lot area; or
- b.** Any lots that do not meet the frontage and lot size requirements of Section 2-5.B.3.a Contiguous Lot: Vacant or Partially Built, are reconfigured or combined so that each new lot contains at least 100 feet of shore frontage and 20,000 square feet of lot area.

Article II. Non-Conformance

1 These provisions (B.3) shall also apply to those contiguous vacant or partially built lots that were
2 conforming between June 29, 1992 and June 14, 2005, but became non-conforming on June 14,
3 2005.

4 5 **SECTION 2-6. VESTED RIGHTS**

6
7 Non-conforming use rights cannot arise by the mere filing of a notice of intent to build, an application for
8 building permits, or an application for required state permits and approvals. Such rights arise when actual
9 construction has begun, or in the case of pending applications, when the review process on a complete
10 application commences. For such construction to be legal at the time it is commenced the owner must be
11 in possession of and in compliance with validly issued permits, both state and local. Lots within any
12 subdivision, legally recorded in the Cumberland County Registry of Deeds as of the date of adoption of
13 this Ordinance (June 14, 2005), and made non-conforming by this Ordinance are deemed to have vested
14 rights. A pending application shall be deemed complete when so designated by a formal vote by the
15 Planning Board.
16

ARTICLE III. ADMINISTRATION AND ENFORCEMENT

SECTION 3-1. CODE ENFORCEMENT OFFICER (CEO) [Amended 5/17/08]

The Code Enforcement Officer (CEO) shall interpret and enforce the provisions of this Ordinance and shall require compliance with its requirements and restrictions. The CEO shall adopt procedures to facilitate the handling of all matters and questions arising hereunder within the scope of the CEO's authority and duties. Any decisions of the CEO denying a permit shall be in writing, a copy of which shall be given to the applicant. Appeals from decisions of the CEO shall be to the Zoning Board of Appeals (ZBA) in accordance with the provisions of Article VI. Variances and Appeals.

The CEO shall conduct on-site inspections to insure compliance with all applicable laws and conditions attached to permit approvals. The CEO shall also investigate all complaints of alleged violations of this Ordinance.

The CEO shall keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected. On a biennial basis, a summary of all records associated with essential transactions in the Residential Shoreland District and Resource Protection District shall be submitted to the Director of the Bureau of Land and Water Quality within the Maine Department of Environmental Protection.

SECTION 3-2. APPROVALS AND PERMITS REQUIRED [Amended 5/17/08]

Activities involving the use of land, the construction, structural alteration, repair, enlargement or relocation of a building or structure, or the demolition of a building or structure may require approvals and/or permits under the requirements of this Ordinance. All land use activities, including those that may not otherwise require a permit, that are located within the Groundwater Protection Overlay District must comply with Section 9-2. Groundwater Protection Overlay District: Best Management Practices. No activity subject to an approval and/or permit shall commence until after the issuance of all required approvals and permits. Any permit required by this Ordinance shall be in addition to any other permit required by other law or ordinance. A person who is issued a permit pursuant to this Ordinance shall have a copy of the permit on site while the work authorized by the permit is performed. The following approvals or permits shall be required:

A. Building/Land Use Permit from the Code Enforcement Officer: No construction, structural alteration, enlargement, or relocation of a building or structure, or land use activity requiring a permit shall commence until after the issuance of a Building/Land Use Permit by the CEO in accordance with Section 3-3. Building Permits/Land Use Permits. A building or land use permit for new residential uses must meet the requirements of the Residential Growth Limitations in Section 3-3.E. No building or land use permit shall be issued until the proposed construction or alteration complies with the provisions of this Ordinance, approvals of the Planning Board or with a decision rendered by the Zoning Board of Appeals, as applicable.

B. Driveway/Road Entrance Permit from Code Enforcement Officer: No person may build or construct a driveway or road that provides access to a public street without first obtaining a Driveway/Road Entrance Permit from the CEO in accordance with Section 8-4. Driveway/Road Entrance Permit Requirements.

C. Demolition Permit from the Code Enforcement Officer: No demolition of a building or structure or major portion thereof, shall commence until after the issuance of a Demolition Permit from the CEO.

Article III. Administration and Enforcement

1 **When demolition is proposed for a building or structure that was constructed prior to 1900**, the
2 applicant must notify the North Yarmouth Historical Society in writing, and present evidence of such
3 notification, at least 30 days prior to demolition. This provision will allow the Historical Society time to
4 contact the owner regarding voluntary preservation of any items or structures with historical significance.
5

6 **D. Site Plan Review Permit from the Planning Board:** No use of land, buildings or structures listed in
7 Article VII. Zoning District Regulations, Table 7-1 and identified as requiring Site Plan Review shall
8 commence until after Site Plan Review approval has been obtained from the Planning Board in
9 accordance with Article IV. Site Plan Review and Conditional Use Procedures and the provisions of this
10 Ordinance. Further, a Site Plan Review permit is required for all development proposals involving new
11 construction, changes of use, or expansion of a structure or development, or expansion of a use by way of
12 new construction. These provisions are also applicable to clearing and/or altering of land, construction of
13 parking lots and roads and addition or alteration of accessory uses associated with land use activities
14 listed in Table 7-1. Land Uses by District, requiring Site Plan Review. (See Article IV. Site Plan Review
15 and Conditional Use Procedures, Article X. Performance and Design Standards for Site Plan Review and
16 Subdivision and other provisions of this Ordinance, as applicable.) [Amended 6/16/12]
17

18 **E. Subdivision Approval from the Planning Board:** Subdivision approval from the Planning Board is
19 required for all land and buildings proposed for subdivision. (See Article V. Subdivision Review
20 Procedures, Article X. Performance and Design Standards for Site Plan Review and Subdivision and
21 other provisions of this Ordinance, as applicable.)
22

23 **F. Conditional Use Approval from the Planning Board:** No use of land, buildings or structures listed
24 in Article VII. District Regulations, Table 7-1. Land Uses by District as requiring a Conditional Use
25 Permit shall commence until after approval has been obtained from the Planning Board pursuant to
26 Article IV. Site Plan Review and Conditional Use Procedures. Conditional uses require a Site Plan
27 Review permit from the Planning Board.
28

29 **G. Variance from the Zoning Board of Appeals:** Requests for a variance must be made to the Zoning
30 Board of Appeals in accordance with Article VI. Variances and Appeals.
31

32 **H. Temporary Housing Permit:** The CEO may issue permits for temporary housing for a period not to
33 exceed 6 months with one 6-month renewal possible. This provision is limited to the intended occupants
34 of a permanent dwelling unit that is being constructed or repaired and for which a Certificate of
35 Occupancy will be sought. [Amended 5/13/06]
36

37 **SECTION 3-3. BUILDING/LAND USE PERMITS [Amended 5/17/08]**

38

39 All applications for building/land use permits shall be submitted to the CEO on forms provided for that
40 purpose.
41

42 **A. Submissions:** The application shall be accompanied by the following information:

- 43 1. A copy of the deed to the property, option to purchase the property or other documentation to
44 demonstrate right, title or interest in the property on the part of the applicant. All applications
45 shall be signed by an owner or individual who can show evidence of right, title or interest in the
46 property or by an agent, representative, tenant, or contractor of the owner with authorization from
47 the owner to apply for a permit, hereunder, certifying that the information in the application is
48 complete and correct.
- 49 2. Receipt of the application fee, payable to the Town of North Yarmouth
- 50 3. A schedule of construction, including beginning and completion dates.

Article III. Administration and Enforcement

4. A map drawn to scale, showing the location, boundaries, dimensions, uses and size of the following: site; type of structure; setbacks from the front, side, rear lot lines; signage; parking areas; driveways; and existing and proposed streets, roads or ways. The map shall also show the location of water lines, sewer lines, wells, septic systems and of all bodies of water, including wetlands and their distances from all structures proposed for the site.
5. If the proposed use is located within the **Residential Shoreland District or Resource Protection District**, evidence that there will be compliance with Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.
6. If the proposed use is located within the **Groundwater Protection Overlay District**, evidence that there will be compliance with Section 9-2. Groundwater Protection Overlay District: Best Management Practices. The CEO may require that the applicant submit evidence of compliance pursuant to the provisions of Section 4-5. Groundwater Protection Overlay District: Additional Submission Requirements.
7. If the proposed use is located within the **Royal River Corridor Overlay District**, evidence that there will be compliance with Section 9-3. Royal River Corridor Overlay District.
8. Any other information necessary to show the proposal complies with the applicable provisions of this Ordinance, including Article VIII. General Requirements: Applicable to All Land Uses.
9. Evidence that all other state and federal permits required by the proposal have been approved.

B. Subsurface Wastewater Disposal Permit Required: A building/land use permit shall only be issued after a subsurface wastewater disposal permit has been secured (if required) by the applicant or his authorized agent.

C. Action on Applications: All applications shall be dated, and the CEO shall note upon each application the date and time of its receipt. Within 14 working days of the receipt of a complete application for a building/land use permit, the CEO shall approve, deny, or refer such application to the appropriate body. If the proposed activity requires Site Plan Review, Subdivision Review or review as a Conditional Use the CEO shall refer the applicant to the Planning Board. If the proposed activity requires a variance, the CEO shall refer the applicant to the Zoning Board of Appeals.

D. Conditions: Permits granted under this section may be made subject to reasonable conditions to ensure conformity with the purposes and provisions of this Ordinance. The applicant shall have the burden of proving that the proposed activity is in conformance with the purposes and provisions of this Ordinance.

E. Residential Growth Limitation (Cap): In order to provide for orderly and reasonable growth, and to minimize undue disruption of town services, including a situation in which the rapid completion of major subdivisions, housing many families with school-age children, could outstrip the town's capability to expand its schools and other services soon enough to avoid serious overcrowding, building permits granted for construction of new residential units shall be limited on an annual basis, as follows:

1. **Calendar Years 2005 and 2006.** For calendar years 2005 and 2006, building permits granted for the construction of new residential units shall not exceed 30 dwelling units per year. No single person, entity, corporation or developer may apply for more than 3 new dwelling permits per year.
2. **Calendar Year 2007 and Beyond.** For calendar year 2007 and beyond, the following shall apply:
 - a. In the **Village Center District and Village Residential District**, the residential growth limitation shall be lifted to allow for the issuance of an unlimited number of building permits for residential dwelling units.
 - b. In the **Farm and Forest District, Residential Shoreland District and Resource Protection District**, combined, building permits granted for the construction of new residential units

Article III. Administration and Enforcement

- 1 shall not exceed 15 dwelling units per year. No single person, entity, corporation or developer
2 may apply for more than 3 new dwelling permits per year.
- 3 3. The Zoning Board of Appeals shall have discretion to vary these requirements in the event of
4 undue hardship based upon illness or disability.
- 5 4. Applications for residential building permits shall be processed in the order that the CEO receives
6 complete applications.
- 7 5. If the allowed number of residential building permits is not issued within the calendar year, they
8 shall not be carried over to the next year.
- 9 6. **Exemptions:** Exempted from the provisions of this section shall be the following:
- 10 a. Lots which are created by way of a gift, sale or lease to a person related to the donor (that
11 means a spouse, parent, grandparent, brother, sister, child, grandchild related by blood,
12 marriage or adoption);
- 13 b. A dwelling to be built upon a lot that has been owned by a resident of North Yarmouth for at
14 least 10 years, provided that resident both owned the property and has been a resident of
15 North Yarmouth for at least 10 years, and that the dwelling will be occupied by that resident.
- 16 c. Accessory apartments
- 17 d. Affordable Housing, as defined herein
- 18 7. **Monitoring and Adjustment of the Residential Growth Limitation (Cap):** The CEO shall
19 track the number of residential permits issued and residential units constructed in each Zoning
20 District on an annual basis. This data will be used to evaluate and adjust the Residential Growth
21 Cap. The Residential Growth Cap shall be reviewed and updated no later than June 2007 to
22 determine if it continues to be needed to control the pace, timing and location of development.
23 The Residential Growth Cap is intended to allow only modest growth within the Farm and Forest
24 District, Resource Protection District and Residential Shoreland District. The Residential Growth
25 Cap in the Village Center District and the Village Residential District is to be phased out. Any
26 future application of the residential growth cap shall be based on an evaluation of the
27 effectiveness of the land use regulations in controlling and directing growth, anticipated
28 population growth, and specific municipal needs, including the need for additional school
29 capacity. Any re-implementation of the residential growth cap in the Village Center District or
30 the Village Residential District beyond June 2007 shall require the following actions to be taken
31 and criteria to be met:
- 32 a. A clear, quantified assessment of the fiscal or other municipal capacity problems that
33 necessitate the continued imposition of a growth cap. The number of units, over and above
34 the cap that could be reasonably expected if the cap were lifted must be identified. The
35 municipal services impacted by development and unable to accommodate the additional units
36 must be identified. Such identification will include a quantification of the services required
37 by each unit and a clear quantification of existing capacity, demonstrating the lack of existing
38 capacity.
- 39 b. The cap will be re-adjusted to allow growth at a rate demonstrated through the analysis
40 completed in a. above.
- 41 c. The Capital Investment Plan and the Capital Improvement Plan will be reviewed and
42 adjusted, as necessary, to address the capacity needs required to eliminate the growth cap.

43
44 **F. Revision of Proposed Work:** A new or revised building/land use permit is required if any substantial
45 changes are made in size, use, or construction of the structure, building or land after issuance of the
46 permit.

SECTION 3-4. EXPIRATION OF PERMITS [Amended 5/17/08]

47
48
49 Permits shall expire one year from the date of issuance of a permit if a substantial start is not made in
50 construction or in use of the property during that period. If a substantial start is made within one year of
51

1 issuance of a permit, the applicant shall have one additional year to complete the project, after which time
2 the permit shall expire.

3
4 **SECTION 3-5. TRANSFER OF PERMITS**

5
6 Valid permits from the Planning Board or the CEO or valid variances from the Zoning Board of Appeals
7 are transferable to a new owner or lessee of the property for which the permit or variance was given
8 provided that the new owner or lessee signs a statement that they will adhere to the conditions and
9 specifications of the issued permit. The new owners must conform to all construction, site development,
10 uses, and permit conditions as specified in the permit application and the permits from the Planning Board
11 or CEO, and any conditions attached in a valid variance from the ZBA. This provision of the Ordinance
12 does not supersede the expiration of permits as outlined in the previous Section 3-4 Expiration of Permits.
13

14 **SECTION 3-6. CERTIFICATE OF OCCUPANCY**

15
16 A Certificate of Occupancy shall be issued by the CEO upon satisfactory completion of construction
17 activities covered by the building/land use permit and shall remain effective so long as the use shall
18 comply with all local and state land use and safety requirements existing at the time of issuance. A
19 Certificate of Occupancy is required for all residential, commercial, institutional, industrial and other
20 buildings or structures. The CEO may issue a Temporary Housing Permit for a period of 6 months during
21 construction or alterations for partial occupancy of a building or structure pending its completion,
22 provided that such permit may require such conditions and safeguards as will protect the safety of the
23 occupants and the public. The CEO shall maintain a public record of all Certificates of Occupancy.
24 **Failure to obtain a Certificate of Occupancy shall be a violation of this Ordinance.**
25

26 **SECTION 3-7. FEES**

27
28 The Board of Selectmen shall establish fees for all permits where permit fees have not been specified
29 within this Ordinance. A copy of the fee schedule shall be available from the Code Enforcement Officer.
30

31 **SECTION 3-8. PERFORMANCE GUARANTEES**

32
33 **A. Purpose and Applicability:** The purpose of performance guarantees is to assure that the
34 improvements proposed as a part of a development or subdivision are constructed and completed
35 properly. The Planning Board may require performance guarantees for land use activities that require Site
36 Plan Review pursuant to Article IV. Site Plan Review and Conditional Use Procedures, and/or
37 Subdivision Review pursuant to Article V. Subdivision Review Procedures.
38

39 **B. Types of Guarantees:** With submittal of the application for final plan approval, the applicant shall
40 provide one of the following performance guarantees for an amount adequate to cover the total
41 construction costs of all required improvements, taking into account the time-span of the construction
42 schedule and the inflation rate for construction costs:

- 43 1. Either a certified check payable to the town of North Yarmouth or a savings account or certificate
44 of deposit naming the Town as owner, for the establishment of an escrow account;
- 45 2. A performance bond payable to the town issued by a surety company, approved by the
46 Selectmen;
- 47 3. An irrevocable letter of credit from a financial institution establishing funding for the
48 construction of the subdivision or development, from which the town may draw if construction is
49 inadequate, approved by the Selectmen; or
- 50 4. An offer of conditional approval limiting the number of units built or lots sold until all required
51 improvements have been constructed.

Article III. Administration and Enforcement

1 The conditions and amount of the performance guarantee shall be determined by the Planning Board with
2 the advice of the Road Commissioner, Town Engineer, Selectmen, and/or Town Attorney.

3
4 **C. Contents of Guarantee:** The performance guarantee shall contain a construction schedule, cost
5 estimates for each major phase of construction taking into account inflation, provisions for inspections of
6 each phase of construction, provisions for the release of part or all of the performance guarantee to the
7 developer, and a date after which the applicant will be in default and the town shall have access to the
8 funds to finish construction.

9
10 **D. Escrow Account:** A cash contribution to the establishment of an escrow account shall be made by
11 either a certified check made out to the town, the direct deposit into a savings account, or the purchase of
12 a certificate of deposit. For any account opened by the applicant, the town shall be named as owner or co-
13 owner, and the consent of the town shall be required for a withdrawal. Any interest earned on the escrow
14 account shall be returned to the applicant unless the town has found it necessary to draw on the account,
15 in which case the interest earned shall be proportionately divided between the amount returned to the
16 applicant and the amount withdrawn to complete the required improvements.

17
18 **E. Performance Bond:** A performance bond shall detail the conditions of the bond, the method for
19 release of the bond or portions of the bond to the applicant, and the procedures for collection by the town.
20 The bond documents shall specifically reference the subdivision or development for which approval is
21 sought.

22
23 **F. Letter of Credit:** An irrevocable letter of credit from a bank or other lending institution shall indicate
24 that funds have been set aside for the construction of the subdivision or development and may not be used
25 for any other project or loan.

26
27 **G. Conditional Agreement:** The Planning Board at its discretion may provide for the applicant to enter
28 into a binding agreement with the town in lieu of the other financial performance guarantees. Such an
29 agreement shall provide for approval of the final plan on the condition that no more than a specified
30 number of lots may be sold or built upon until either:

- 31 1. It is certified by the Planning Board, or its agent, that all of the required improvements have been
32 installed in accordance with these regulations and the regulations of the appropriate utilities; or
- 33 2. A performance guarantee, acceptable to the town, is submitted in an amount necessary to cover
34 the completion of the required improvements at an amount adjusted for inflation and prorated for
35 the portions of the required improvements already installed.

36 Notice of the agreement and any conditions shall be on the final plan that is recorded at the Cumberland
37 County Registry of Deeds. Release from the agreement shall follow the procedures for release of the
38 performance guarantees contained in Section H., below.

39
40 **H. Phasing of Development:** The Planning Board may approve plans to develop a major subdivision or
41 development in separate and distinct phases. This may be accomplished by limiting final approval to
42 those lots/units abutting that section of the proposed subdivision/development street, which is covered by
43 a performance guarantee. When development is phased, street construction shall commence from an
44 existing public way. Final approval of lots in subsequent phases shall be given only upon satisfactory
45 completion of all requirements pertaining to previous phases.

46
47 **I. Release of Guarantee:** Prior to the release of any part of the performance guarantee, the Planning
48 Board shall determine to its satisfaction, in part upon the report of the Road Commissioner or other
49 qualified individual retained by the town and any other agencies and departments who may be involved,
50 that the proposed improvements meet or exceed the design and construction requirements for that portion
51 or phase of the subdivision or development for which the release is requested.

Article III. Administration and Enforcement

1
2 **J. Default:** If upon inspection, the Road Commissioner or other qualified individual retained by the town
3 finds that any of the required improvements have not been constructed in accordance with the plans and
4 specifications filed as part of the application, he or she shall so report in writing to the CEO, the
5 Selectmen, the Planning Board, and the applicant or developer. The Selectmen shall take any steps
6 necessary to preserve the Town's rights.
7

8 **K. Improvements Guaranteed:** Performance guarantees shall be tendered for all improvements required
9 to meet the standards of this Ordinance, including, but not limited to, improvements for the construction
10 of the streets, storm water management facilities, public sewage collection or disposal facilities, public
11 water systems, and erosion and sedimentation control measures.
12

13 **SECTION 3-9. CONFORMANCE WITH OTHER LAWS, REGULATIONS**

14
15 **A. General:** Existing and proposed land use activities shall be in conformance with all pertinent local,
16 state, and federal ordinances, statutes, laws and regulations.
17

18 **B. Maine Site Location Act Reviews:** If the proposed development requires a permit under the Maine
19 Site Location Act, Title 38, M.R.S.A. §482, the developer must secure the approval of both the
20 Department of Environmental Protection (DEP) and the Planning Board. When a proposed development
21 requires approval of the Planning Board and the DEP, each review may be conducted simultaneously.
22 However, each review will be conducted independently, and the Planning Board may deny approval of
23 the development even though the DEP has granted an approval under the Provisions of the Site Location
24 Act.
25

26 **SECTION 3-10. LEGAL ACTION AND VIOLATIONS [Amended 5/17/08]**

27
28 **A. Nuisances and Enforcement:** Any violation of this Ordinance shall be deemed to be a nuisance. It
29 shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance.
30

31 **B. Notice:** If the Code Enforcement Officer finds that any provision of this Ordinance is being or has
32 been violated, he shall notify in writing the person(s) responsible for such violation and order the action
33 necessary to correct it, including discontinuance of illegal use of land, buildings, structures, or work being
34 done, removal of illegal buildings or structures, and abatement of nuisance conditions. A copy of such
35 notices shall be forwarded to the Administrative Assistant and the Board of Selectmen, and maintained as
36 a permanent record.
37

38 **C. Enforcement Action:** When the above action does not result in the correction or abatement of the
39 violation or nuisance condition, the Board of Selectmen, upon notice from the CEO, are hereby directed
40 to institute any and all actions and proceedings, either legal or equitable, including seeking injunctions of
41 violations and the imposition of civil penalties, that may be appropriate or necessary to enforce the
42 provisions of the Ordinance in the name of municipality. The Board of Selectmen, or their authorized
43 agent, are hereby authorized to enter into administrative consent agreements for the purpose of
44 eliminating violations of this Ordinance and recovering fines without Court action. Such agreements shall
45 not allow an illegal structure or use to continue unless there is clear and convincing evidence that the
46 illegal structure or use was constructed or conducted as a direct result of erroneous advice given by an
47 authorized municipal official and there is no evidence that the owner acted in bad faith, or unless the
48 removal of the structure or use will result in a threat or hazard to public health and safety or will result in
49 substantial environmental damage.
50

Article III. Administration and Enforcement

1 **D. Penalties:** Any person, including but not limited to a landowner, a landowner's agent or a contractor,
2 who violates any provision or requirement of this Ordinance shall be penalized in accordance with 30-A,
3 M.R.S.A. Section 4452.
4

**Article IV. Site Plan Review and Conditional Use
Procedures**

**ARTICLE IV. SITE PLAN REVIEW AND CONDITIONAL USE
PROCEDURES**

SECTION 4-1. PURPOSE

The Site Plan Review and Conditional Use provisions set forth in this Ordinance are intended to protect the public health and safety, promote the general welfare of the community, and conserve the environment by assuring that land use activities are designed and developed in a manner which assures that adequate provisions are made for traffic safety and access; emergency access; water supply; sewage disposal; management of stormwater, erosion, and sedimentation; protection of the groundwater; protection of the environment, wildlife habitat, fisheries, high value open space areas and other unique natural areas; protection of historic and archaeological resources; minimizing the adverse impacts on adjacent properties; and fitting the project harmoniously into the natural and man-made fabric of the community.

SECTION 4-2. APPLICABILITY

A. Site Plan Review Permit Required: This Article is applicable to all land use activities listed in Article VII. Zoning District Regulations, Table 7-1. Land Uses by District, as requiring Site Plan Review by the Planning Board. These provisions shall apply to development proposals involving new construction, changes of use, or expansion of a structure or development, or expansion of a use by way of new construction. These provisions are also applicable to the clearing and/or altering of land, construction of parking lots, streets and roads and addition or alteration of accessory uses associated with land use activities listed in Table 7-1 and identified as requiring Site Plan Review. In all instances the burden for providing the information upon which the permitting authority bases its findings and decision lies with the applicant.

B. Conditional Use Approval Required: All land uses activities listed in Article VII. Zoning District Regulations, Table 7-1. Land Uses by District as requiring a Conditional Use Permit in addition to Site Plan Review shall also be subject to the requirements of this Article, including Section 4-6. Conditional Uses.

SECTION 4-3. REVIEW AND APPROVAL AUTHORITY

A. Planning Board Authorization: The Planning Board is authorized to review and act on all site plans for development requiring Site Plan Review or Conditional Use approval. In considering site plans and conditional uses under this provision, the Planning Board may act to approve, disapprove, or approve the project with conditions as are authorized by these provisions. In issuing any decision, the Planning Board shall make written findings of fact establishing that a proposed development does or does not meet the standards of this Ordinance, including, but not limited to, Article VII. Zoning District Regulations and Article X. Performance and Design Standards for Site Plan Review and Subdivision Review; and Article IX. Special District Standards and Article XI. Standards for Specific Activities, as applicable.

B. Waivers of Application Requirements: The Planning Board may waive any of the submission requirements based upon a written request by the applicant. Such request must be made at the time of the pre-application conference or at the initial review of the application if no pre-application conference is held. A waiver of any submission requirement may be granted only if the Planning Board finds that the information is not required to determine compliance with the standards of this Ordinance.

Article IV. Site Plan Review and Conditional Use Procedures

SECTION 4-4. PROCEDURES

The Planning Board shall use the following procedures in reviewing applications for Site Plan Review and Conditional Uses:

A. Pre-application Conference:

1. Prior to submitting a formal application for Site Plan Review, the applicant may request a pre-application conference with the CEO or the Planning Board. A pre-application conference is strongly advised for large commercial, industrial or institutional activities. **A pre-application conference with the Planning Board is required for all applications for a Conditional Use Permit.** The pre-application conference shall be informal and informational in nature. There shall be no fee for a pre-application review, and such review shall not cause the plan to be a pending application or proceeding under Title 1 M.R.S.A. §302. No decision on the substance of the plan shall be made at the pre-application conference.
2. The purposes of the pre-application conference are to:
 - a. Allow the CEO/Planning Board to understand the nature of the proposed use and the issues involved,
 - b. Allow the applicant to understand the development review process and required submissions, including the required fees,
 - c. Identify issues that need to be addressed in future submissions, and
 - d. Make the applicant aware of any opportunities for coordinating the development with community policies, programs, or facilities.
3. **Site Inspection:** The CEO/Planning Board may schedule a site inspection if deemed necessary, and resolve any requests for waivers and variations from the submission requirements.
4. **Information Required:** There are no formal submission requirements for a pre-application conference. However, the applicant should be prepared to discuss the following topics:
 - a. The proposed site, including its location, size, and general characteristics (a sketch plan of the site and proposed project is strongly recommended),
 - b. The nature of the proposed use and potential development,
 - c. Any issues or questions about existing municipal regulations and their applicability to the project,
 - d. Any requests for waivers from the submission requirements.
5. **Site Plan Review Applications within the Groundwater Protection Overlay District:** The CEO shall notify the Yarmouth Water District of the date, time and place of the pre-application conference at least 7 days prior to the conference if the proposed use is to be located within the Groundwater Protection Overlay District.
6. **Site Plan Review Applications within the Royal River Corridor Overlay District:** The CEO shall notify the Conservation Commission of the date, time and place of the pre-application conference at least 7 days prior to the conference if the proposed use is to be located within the Royal River Corridor Overlay District.

B. Application Submission and Review Procedures: The applicant shall prepare and submit a Site Plan Review application, including a development plan and supporting documentation meeting the submission requirements set forth below. This material shall be submitted to the CEO. The CEO shall make a preliminary determination of whether the application is complete before the application is placed on the Planning Board's agenda. The applicant shall notify by first-class mail all property owners within 500 feet of the parcel on which a proposed development is located at least 14 days prior to the meeting at which the application is to be considered. The applicant shall submit evidence of such notification. The notice shall include an accurate description of the project and the availability of the application for review. If the proposed use is located within the Groundwater Overlay District, the applicant shall mail a complete

Article IV. Site Plan Review and Conditional Use Procedures

1 copy of the application to the Yarmouth Water District at least two weeks prior to the date of the first
2 meeting at which the application is to be considered. [Amended 6/12/10]

- 3 **1.** At the first meeting at which the application is considered, the Planning Board shall authorize the
4 CEO to give a dated receipt to the applicant. The CEO shall notify the Selectmen, Fire Chief,
5 Road Commissioner, Building Inspector, Plumbing Inspector, Conservation Commission and
6 Yarmouth Water District and other interested parties, as appropriate. [Amended 6/12/10]
- 7 **2.** Within 60 days of the receipt of a formal Site Plan Review application, the Planning Board shall
8 review the material and determine whether or not the submission is complete. If the application is
9 determined to be incomplete, the Planning Board shall authorize the CEO to notify the applicant
10 in writing of this finding, and shall specify the additional materials required to make the
11 application complete. The CEO shall advise the applicant that the Planning Board will not
12 consider the application until the additional information is submitted. These steps, except the
13 notification requirements, shall be repeated until the application is found to be complete.
- 14 **3. Public Hearing:** Upon a determination that a complete application has been submitted for
15 review, the Planning Board may decide a public hearing is necessary. **A public hearing shall be**
16 **required for all applications for a Conditional Use.** The hearing shall be held within 30 days,
17 or at the next regularly scheduled Board meeting, after the Board's determination it has received a
18 complete application. The Board shall require that the applicant publish the notice of the date,
19 time and place of the hearing in a newspaper of general circulation in the town at least 2 times,
20 the date of the first publication to be at least 7 days prior to the hearing. The CEO shall specify
21 the newspaper of general circulation. The applicant shall provide a copy of the published notice in
22 the newspaper. The Planning Board shall require that the applicant give written notice of the date,
23 time, and place of the hearing to all persons who received the notice in Subsection B.1, above.
- 24 **4.** If the applicant wishes to submit additional information, the supplemental information must be
25 submitted to the CEO at least 2 weeks prior to the Planning Board meeting where it is to be
26 considered, otherwise the supplemental information will not be considered at that meeting.
- 27 **5. On-site Inspection:** The Planning Board may hold an on-site inspection of the site to review the
28 existing conditions, field verify the information submitted and investigate a development
29 proposal. The Planning Board may schedule this visit either before or after the first meeting at
30 which the application is considered. The Planning Board may decide not to hold an on-site
31 inspection when the site is snow covered. If an application is pending during a period when there
32 is snow cover, the deadline by which the Planning Board shall taken final action on the
33 application as specified in Subsection B.6. below, may be extended, which extension shall not
34 exceed 60 days after the Planning Board is able to conduct an on-site inspection. The CEO shall
35 notify the applicant of the on-site inspection.
- 36 **6.** The Planning Board shall act to deny, to approve, or to approve the application with conditions.
37 The Planning Board may impose such conditions as are deemed advisable to ensure compliance
38 with the standards of approval.
- 39 **7. Written Findings of Fact:** In issuing its final decision, the Planning Board shall make written
40 findings of fact establishing that the proposed development does or does not meet the standards of
41 approval and other requirements of the town. The Planning Board shall vote to approve the
42 written findings of fact, which shall be included in the final written decision.
- 43 **8.** The Board shall authorize the CEO to notify the applicant of the action of the Planning Board,
44 including the findings of fact, and any conditions of approval. This requirement can be met
45 through the distribution of minutes of the meeting containing the findings of fact and decision of
46 the Planning Board.
- 47 **9.** All time limits provided for in this section may be extended by mutual agreement of the applicant
48 and Planning Board.

49 **C. Final Approval and Filing:** Upon completion of the requirements of this Article and an approval vote
50 by the majority of the Planning Board, the application shall be deemed to have final approval and the site
51 plan shall be signed by a majority of the members of the Planning Board and must be filed with the CEO.

Article IV. Site Plan Review and Conditional Use Procedures

1 It is the applicant's responsibility to assure that a complete application is filed with the CEO within 60
2 days of the date upon which such plan is approved and signed by the Planning Board, or the permit shall
3 become null and void.

D. Fees:

- 6 **1. Application Fee:** An application fee, if required, must accompany an application for site plan
7 review. This fee is intended to cover the cost of the town's administrative processing of the
8 application. The fee shall not be refundable. This application fee shall be paid to the town, and
9 evidence of payment of the fee, if required, shall be included with the application.
- 10 **2. Technical Review:** In addition, the Planning Board may refer the developer to a firm, or
11 individual chosen by the Planning Board, for peer review of all submissions. The developer shall
12 pay to the town a sum that the peer reviewer shall budget as sufficient to cover the cost of said
13 review. If after final approval, the sum deposited with the town was more than sufficient to cover
14 the cost, the town shall return the unexpended funds to the developer. If the deposit was not
15 sufficient, the developer shall pay the balance to the town prior to final approval by the Board. If
16 the Board deems a public hearing is necessary, the applicant shall be responsible for the cost
17 associated with the public notice requirements.
- 18 **3. Establishment of Fees:** The Selectmen may, from time to time and after consultation with the
19 Planning Board and/or CEO, establish the appropriate application fees and technical review fees
20 following posting of the proposed schedule of fees and public hearing.

E. Submission Requirements:

- 23 **1.** Applications for Site Plan Review and/or a Conditional Use must be submitted on application
24 forms provided by the town. The complete application form, evidence of payment of the required
25 fees, and the required plans and related information must be submitted to the CEO. The
26 submission must contain at least the following exhibits and information unless specifically
27 waived in writing. The Planning Board may waive any of the submission requirements based
28 upon a written request of the applicant. Such request must be made at the time of the pre-
29 application conference or at the initial review of the application if no pre-application conference
30 is held. A waiver of any submission requirement may be granted if the Board makes a finding that
31 the information is not required to determine compliance with the performance and design
32 standards of this Ordinance. The Planning Board shall consider the size, character and intensity of
33 the proposed project in determining which requirements may be waived.
- 34 **2. Applications for a Single Family Dwelling, Accessory Apartment or Home Occupation in**
35 **the Royal River Corridor Overlay District** or change of use in any district for which Planning
36 Board review is required must contain the following information: [Amended 6/16/12]
 - 37 **a.** Completed building/land use application form - all applications for building/land use permits
38 shall be submitted on forms provided for that purpose.
 - 39 **b.** A copy of the deed to the property, option to purchase the property or other documentation to
40 demonstrate right, title or interest in the property on the part of the applicant.
 - 41 **c.** Receipt of the application fee, payable to the town to North Yarmouth
 - 42 **d.** A schedule of construction, including beginning and completion dates
 - 43 **e.** A map drawn to scale, showing the location, boundaries, dimensions, uses and size of the
44 following: site; type of structure; setbacks from the front, side, rear lot lines; signage; parking
45 areas; and existing and proposed driveways or right-of ways. The map shall also show the
46 location of water lines, sewer lines, wells, septic systems and of all bodies of water, including
47 wetlands and their distances from all structures proposed for the site.
 - 48 **f.** A written erosion and sedimentation control plan for activity during construction and after
49 construction.

Article IV. Site Plan Review and Conditional Use Procedures

- g. Any other information necessary to show the proposal complies with the applicable provisions of this Ordinance, including Article VIII. General Requirements: Applicable to All Land Uses, and Section 9-3. Royal River Corridor Overlay District.
 - h. A list of all other state and federal permits required by the proposal.
 - i. Evidence that a subsurface wastewater disposal permit has been secured (if required) by the applicant or his authorized agent.
3. **All Other Applications for Site Plan Review and/or Conditional Use Approval**, other than a single family dwelling, accessory apartment or home occupation, must contain the following information:
 - a. A fully executed and signed copy of the application for site plan review, plus 10 copies.
 - b. Evidence of payment of the application and technical review fees.
 - c. 11 copies of written materials plus 11 sets of maps or drawings containing the information listed below. The written materials must be contained in a bound report. The original maps or drawings must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 100 feet to the inch for that portion of the tract of land being proposed for development. Copies may be reduced to a size of 8½ by 11 inches or 11 by 17 inches.
 - d. **General Information:**
 - i. Record owner's name, address, and phone number and applicant's name, address and phone number, if different.
 - ii. The location of all required building setbacks and buffers.
 - iii. Names and addresses of all property owners within 500 feet of any and all property boundaries.
 - iv. Sketch map showing general location of the site within the town based upon a reduction of the tax maps.
 - v. Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time.
 - vi. The tax map and lot number of the parcel or parcels on which the project is located.
 - vii. A copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
 - viii. The name, registration number, and seal of the person who prepared the plan, if applicable.
 - ix. Evidence of the applicant’s technical and financial capability to carry out the project as proposed.
 - e. **Existing Conditions:**
 - i. Zoning classification(s), including overlay districts, of the property and the location of zoning district boundaries if the property is located 2 or more zoning districts and/or overlay districts or abuts a different district.
 - ii. The bearings and length of all property lines of the property to be developed and the source of this information. The Planning Board may waive this requirement of a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.
 - iii. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed, on abutting streets, or land that may serve the development, and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of flow.
 - iv. Location, names, and present widths of existing public and/or private roads and rights-of-way within or adjacent to the proposed development.

Article IV. Site Plan Review and Conditional Use Procedures

- v. The location, dimensions and ground floor elevation of all existing buildings on the site.
- vi. The location and dimensions of existing driveways, streets, roads, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site.
- vii. Location of intersecting streets, roads or driveways within 200 feet of the site.
- viii. The location of open drainage courses, rivers, ponds, wetlands, vernal pools, streams, brooks, stonewalls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to, 100-year floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features.
- ix. The direction of existing surface water drainage across the site.
- x. The location, front view, dimensions, and lighting of existing signs.
- xi. Location and dimensions of any existing easements and copies of existing covenants or deed restrictions.
- xii. The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.

f. Proposed Development Activity:

- i. Estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.
- ii. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.
- iii. Provisions for handling all solid waste, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities.
- iv. The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.
- v. A proposed landscaping and buffering plan. The landscaping plan submitted with each application shall identify major existing and proposed trees, shrubs, bushes, plant material, ground cover and natural features such as boulders and rock outcroppings. It shall show present or proposed locations and planting details. The applicant shall include in the plan proposed methods to protect existing trees and growth during and after construction. These may include fences, berms, curbing, tree walls and similar devices.
- vi. The location and description of any stream, pond, vernal pool and/or wetland buffers as required in Section 10-3. Brook, Pond, Vernal Pool and Wetland Buffers. Submittals shall include a description of maintenance provisions and a list of deed restrictions and/or covenants, and other information as required in Section 10-3. Brook, Pond, Vernal Pool and Wetland Buffers.
- vii. The location, dimensions, and ground floor elevation of all proposed buildings or building expansions proposed on the site.
- viii. Building elevations showing all sides of the proposed buildings and structures on the site, any existing features and structures proposed to be retained on the site, and abutting buildings, structures and architectural features, such as stonewalls and fences, if such buildings, structures or features are located within 100 feet of the site.
- ix. Graphic representations of how the development will look upon completion using artist renderings, photo manipulation, computer generated imaging or similar techniques. The submission of such graphic representations is encouraged for all applications and may

Article IV. Site Plan Review and Conditional Use Procedures

- 1 be required by the Planning Board where the Board determines that the location, scale
2 or nature of the proposal requires such graphic representations to enable the Board to
3 evaluate the application under the performance and design standards of this Ordinance.
- 4 **x.** Location, front view, materials, and dimensions of proposed signs together with the
5 method for securing the sign.
- 6 **xi.** The location of all utilities, including fire protection systems.
- 7 **xii.** A general description of the proposed use or activity, including but not limited to the
8 type of use, square footage involved, hours of operation, types and types and amount of
9 traffic to be generated.
- 10 **xiii.** If the proposed development requires driveways or entrances onto a state or state aid
11 highway, a permit from the Maine Department of Transportation indicating that the
12 driveway or entrances conform to Title 23, section 704 and any rules adopted under
13 that section;
- 14 **xiv.** An estimate of the peak hour and daily traffic to be generated by the project.
- 15 **xv.** Storm water calculations, erosion and sedimentation control measures, and water
16 quality and/or phosphorous export management provisions, if the project requires a
17 storm water permit from the Maine Department of Environmental Protection or if the
18 Planning Board determines that such information is necessary based upon the scale of
19 the project or the existing conditions in the vicinity of the project
- 20 **g.** In addition to the information required above, the Planning Board may require any of the
21 following additional information for a major development:
- 22 **i.** A site inventory and analysis and a narrative and/or plan describing how the proposed
23 development plan relates to the site inventory and analysis.
- 24 **ii.** A grading plan showing the existing and proposed topography of the site at 2-foot
25 contour intervals, or such other interval as the Planning Board may determine.
- 26 **iii.** A storm water drainage and erosion control program showing:
- 27 1) The existing and proposed method of handling storm water runoff.
- 28 2) The direction of flow of the runoff, through the use of arrows.
- 29 3) The location, elevation, and size of all catch basins, dry wells, drainage ditches,
30 swales, retention basins, and storm sewers.
- 31 4) Engineering calculations used to determine drainage requirements based upon the
32 25-year 24-hour storm frequency; this is required only if the project will
33 significantly alter the existing drainage pattern due to such factors as the amount of
34 new impervious surfaces (such as paving and building area) being proposed.
- 35 5) Methods of controlling erosion and sedimentation during and after construction.
- 36 **iv.** A groundwater impact analysis prepared by groundwater hydrologist for projects
37 involving on-site water supply or sewage disposal facilities with a capacity of 2,000
38 gallons or more per day.
- 39 **v.** The name, registration number, and seal of the architect, engineer, landscape architect
40 and/or similar professional who prepared the plan.
- 41 **vi.** A utility plan showing, in addition to provisions for water supply and wastewater
42 disposal, the location and nature of electrical, telephone, cable TV, and any other utility
43 services to be installed on the site.
- 44 **vii.** A planting schedule keyed to the site plan indicating the general varieties and sizes of
45 trees, shrubs, and other vegetation to be planted on the site, as well as information
46 pertaining to provisions that will be made to retain and protect existing trees, shrubs,
47 and other vegetation.
- 48 **viii.** A traffic impact analysis demonstrating the impact of the proposed project on the
49 capacity, level of service and safety of adjacent streets, if the project or expansion will
50 provide parking for 50 or more vehicles or generate more than 100 trips during the a.m.

Article IV. Site Plan Review and Conditional Use Procedures

or p.m. peak hour based upon the latest edition of the Trip Generation Manual of the Institution of Traffic Engineers.

ix. A written statement from any utility district providing service to the project as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater if public water or sewerage will be utilized.

x. Cost of the proposed development and evidence of the applicant's financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed or available, and individual's or institution's interest in financing the project or in the form of a letter from a certified accountant or annual report indicating that the applicant has adequate cash flow to cover anticipated costs.

xi. Performance guarantees pursuant to Section 3-8. Performance Guarantees, if applicable.

h. **Approval Block:** Space must be provided on the plan drawing for the signatures of the Planning Board and date together with the following words, "Approved: Town of North Yarmouth, North Yarmouth Planning Board".

F. Minor Changes to Approved Plans: [Amended 6/16/12]

Minor changes in approved plans necessary to address field conditions may be approved by the Code Enforcement Officer, at the discretion of the Code Enforcement Officer, provided that any such change does not affect compliance with the standards of this Ordinance or the approved plan or alter the essential nature of the proposal. Without limitation, minor changes shall not include (1) a change to a public or private right-of-way or easement, (2) a decrease in proposed buffering or landscaping, or (3) any issue involving a condition placed on the site plan approval.

G. Amendments: [Amended 6/16/12]

Any alteration to a site which is inconsistent with the approved site plan shall require an amendment to the site plan. Any alteration other than alterations approved by the Code Enforcement Officer pursuant to Section 4-4 (F) shall require Planning Board approval prior to the alteration. The applicant may request that changes to an approved site plan that are not subject to approval under Section 4-4 (F) be placed on the Planning Board Agenda.

Prior to placement on the Agenda, the applicant shall meet with the Code Enforcement Officer to review the proposed changes and shall provide eleven (11) copies of the revised site plan to the Code Enforcement Officer at least fourteen (14) days prior to the next regular Planning Board meeting together with such other materials, which the Code Enforcement Officer may limit, to address the scope of the proposed change to the site plan. The Board, at its discretion, may limit their review to the proposed amendments and other related elements.

SECTION 4-5. GROUNDWATER PROTECTION OVERLAY DISTRICT: ADDITIONAL SUBMISSION REQUIREMENTS

A. Requirements: In addition to the other requirements of this Article, all submittals for permit approval in the Groundwater Protection Overlay District shall include the following list of submissions, as applicable (See Section 9-2. Groundwater Protection Overlay District: Best Management Practices). The permitting authority, Planning Board or CEO, may modify or waive any of the following submission requirements because of the size or nature of the project or circumstances of the site such that requirement(s) would not be applicable and would not affect or conflict with the purposes of this Ordinance. The applicant shall provide information and materials as will enable the permitting authority

Article IV. Site Plan Review and Conditional Use Procedures

to determine that standards for approval have been met, including appropriate hydrogeologic assessments, if applicable.

B. Submissions:

1. A Site Plan drawn to scale showing the following information:

- a. The boundaries of the Groundwater Protection Overlay District, labeled if crosses the parcel
- b. The location, size and description of all storage tanks and areas and types of materials to be stored
- c. Location and size, capacity and design of subsurface waste disposal systems and grease traps
- d. Location of nearby wells or surface water bodies
- e. Location of existing or proposed monitoring wells
- f. Locations and dimensions of buildings, parking, streets and roads and any other impervious structures or surfaces

2. Written information:

- a. Complete list of all chemicals, pesticides, fuels, nutrients (fertilizers, manure) and other potentially toxic or hazardous materials to be used or stored on the premises, and the quantities of these materials
- b. List of equipment to be used, parked, or stored
- c. Groundwater protection and pollution prevention provisions, and provisions to follow best management practices (including long-term maintenance provisions)
- d. Spill prevention plans and personnel training, if applicable
- e. Proposed method of performance guarantee, if applicable
- f. Any restrictions, conditions, covenants and easements
- g. A hydrogeologic assessment of the proposed use or activity's impact on groundwater
- h. Background water quality data from on-site monitoring wells
- i. Any other information necessary to prove that the activity or use will not adversely impact the groundwater quality.

C. Additional Requirements for Certain Activities: More than one of the categories listed below may apply to a particular use. Applicants should review the Best Management Practices in Section 9-2 Groundwater Protection Overlay District: Best Management Practices, and request assistance from the CEO and/or Planning Board should there be questions as to which categories apply.

1. Subsurface Wastewater Disposal, Sewage Disposal and Subsurface Injection: Provisions for sewage disposal including:

- a. Soil evaluator's report and septic system design
- b. Location of test pits keyed to site evaluator's or soil scientist's report
- c. For sites/uses producing more than 1,000 gallons of sewage per day, a hydrogeologic assessment of nitrate concentrations at the property line
- d. Evaluation of public/private sewer system capacity and integrity of sewer lines serving the development by a registered professional engineer or the sewer system superintendent
- e. Provisions and designs for all floor drains, grease traps, and holding tanks

2. Construction/Demolition Provisions for solid waste, waste materials, and chemical handling, storage and disposal

- a. Provisions for sanitary facility
- b. Provisions for fuel storage and refueling
- c. Provisions for storage of any liquid chemicals used in the construction process
- d. Provisions for storage of any bulk chemicals used in the construction process
- e. Spill clean up plans, personnel responsible for inspections and clean-up, spill clean up materials available on-site

3. Storm Water Management: Engineering calculations and plans that provide:

- a. Design and capacity of subsurface collection facilities

Article IV. Site Plan Review and Conditional Use Procedures

- b. Location and design of culverts, drains and other storm water control structures, existing and proposed
 - c. Surface drainage plan
 - d. Design of dry wells, storage, retention or detention facilities and other surface water impoundments
 - e. Storm water system outlets
 - f. Delineation of post development drainage areas
 - g. Plans for ice control, use of road salt, and snow removal
 4. **Other Impoundments:** Engineering calculations and plans that provide:
 - a. Design and capacity of subsurface collection facilities
 - b. Design of dry wells, storage, retention or detention facilities and other surface water impoundments
 - c. Storm water system outlets
 - d. Delineation of post development drainage areas
 - e. Plans for ice control, use of road salt, and snow removal
 - f. Description of source of water, use of water and final water quality (water quality parameters to be specified by applicant)
 - g. Amount of consumptive and non-consumptive water use
 5. **Hazardous Materials, Petroleum Products and Other Chemicals: Handling and Storage**
 - a. Type and volume of chemical compounds handled and/or stored.
 - b. Site plan showing all storage, handling and use areas for raw materials and wastes
 - c. For outside areas, details to contain spills including:
 - i. Drainage and contour information to prevent the flow of runoff from entering the storage area and which keep leaks or spills from flowing off site
 - ii. Provisions for secondary containment where chemical storage occurs
 - iii. Provisions to collect chemicals should they enter the drainage system
 - iv. Provisions to segregate underground systems to insure that there are no cross connections
 - v. Statement of emergency measures which can be implemented for surface drainage systems, including mutual aid agreements with hazardous materials spill response contractors
 - d. For inside areas, details to contain spills including the:
 - i. Design of dikes around rooms
 - ii. The location of floor drains and floor drain outlets
 - iii. The location of separators, holding tanks and/or drain outlets
 - iv. The specific location and design of underground storage structures
 - v. The location and design of piping systems for wash waters and other wastes
 - vi. Measures to insure that inappropriate wastes are discharged and that wastes are discharged to appropriate sewers or treatment systems
 - e. A spill prevention and control and countermeasure (SPCC) plan detailing:
 - i. Materials and equipment to be available
 - ii. A training plan and schedule
 - iii. A list of contacts (Town/Water District/EPA/DEP/local fire officials) with phone numbers
 - iv. An inspection schedule
 - f. A report by an industrial professional engineer or other competent professional detailing:
 - i. Steps which have been taken to reduce the use of hazardous materials
 - ii. Actions which have been taken to control the amount of wastes generated
 - iii. Any reports to provide information on the design theory or methodology for the above features
 6. **Installation of Monitoring Wells**
 - a. Location and construction specifications

Article IV. Site Plan Review and Conditional Use Procedures

- b. Intended purpose
- c. Sampling schedule and responsible parties
- d. Provisions for informing appropriate CEO and Yarmouth Water District of sampling results

SECTION 4-6. CONDITIONAL USES

A. Purpose: The purpose of this section is to establish procedures and standards to enable the Planning Board to review applications for Conditional Uses. A Conditional Use is a structure or use that is generally not appropriate in a given district, but with restrictions and if controlled as to location, size and off-site impacts may have no adverse effects upon the public health, safety or welfare, surrounding properties, the natural environment, or on municipal services. The only structures or uses that shall be permitted as conditional uses are those approved as Conditional Uses by the Planning Board.

B. Conditional Use Approval Required: A building, structure or parcel of land may be used for a conditional use if the use is specifically listed as a conditional use in Article VII. Zoning District Regulations, Table 7-1. Land Uses by District, and Conditional Use approval is granted by the Planning Board. Any project involving the establishment of a new conditional use or the construction or expansion of a building, structure or activity for a conditional use must obtain site plan approval in accordance with this article, Article V. Site Plan Review and Conditional Use Procedures, in addition to obtaining Conditional Use approval from the Planning Board.

C. Action on the Application for a Conditional Use Permit: The Planning Board may affirm, affirm with conditions, or deny the application for a Conditional Use permit. The Planning Board may authorize issuance of a Conditional Use permit, upon a showing that:

1. The proposed use will not place a burden on municipal services which, due to its location or the characteristics of the site or proposed development, is significantly greater than the burden that would result from similar uses in other situations;
2. The proposed use will not create hazards to vehicular or pedestrian traffic on the streets, roads and sidewalks serving the proposed use as determined by the size and condition of such streets, roads and sidewalks, lighting, drainage, intensity of use by both pedestrians and vehicles, and the visibility afforded to pedestrians and the operators of motor vehicles;
3. The proposed use will not cause water pollution, sedimentation, erosion, contaminate any water supply nor reduce the capacity of the land to hold water so that a dangerous, aesthetically unpleasant, or unhealthy condition may result;
4. The proposed use will not create unhealthful conditions because of smoke, dust, or other airborne contaminants;
5. The proposed use will not create nuisances to neighboring properties because of odors, fumes, glare, hours of operation, noise, vibration or fire hazard, or unreasonably restricted access of light and air to neighboring properties;
6. The proposed location for the use has no peculiar physical characteristics due to its size, shape, topography, or soils that will create or aggravate adverse environmental impacts on surrounding properties;
7. The proposed use will not adversely affect the value of adjacent properties; and
8. The design and external appearance of any proposed building will constitute an attractive and compatible addition to its neighborhood, although it need not have a similar design, appearance or architecture.

D. Conditions of Approval:

1. The Planning Board may attach conditions to its approval of a Conditional Use. These conditions may include, but are not limited to, such requirements as:
 - a. Off-street improvements

Article IV. Site Plan Review and Conditional Use Procedures

- 1 **b.** Access restrictions
- 2 **c.** Hours of use
- 3 **d.** Buffering and screening
- 4 **e.** Utility improvements
- 5 **f.** Performance guarantees
- 6 **2.** The Planning Board may require that the terms of any conditions of approval be recorded in the
- 7 Cumberland County Registry of Deeds.
- 8

E. Duration of a Conditional Use Approval:

- 10 **1.** Provided all conditions and standards of approval are met, a Conditional Use shall be a
- 11 continuing grant of permission for as long as the property is used for such purposes. The
- 12 Conditional Use shall expire if the owner:
- 13 **a.** Physically alters the property and/or structure so it can no longer be used for the Conditional
- 14 Use, or
- 15 **b.** Ceases to use the property for the approved Conditional Use for one year or more, or
- 16 **c.** Fails to initiate the operation or conduct of the Conditional Use within one year of the date of
- 17 the Planning Board's vote to grant said approval.
- 18 **2.** A Conditional Use may be expanded in area or function only with the granting of new
- 19 Conditional Use approval by the Planning Board.

1 **ARTICLE V. SUBDIVISION REVIEW PROCEDURES AND CRITERIA**

2
3 **SECTION 5-1. PURPOSES**

4
5 The purposes of these regulations are:

- 6 1. To provide for an expeditious and efficient process for the review of proposed subdivisions;
- 7 2. To clarify the approval criteria of the state Subdivision Law, Title 30-A M.R.S.A., §4404;
- 8 3. To assure new development in the town meets the goals and conforms to the policies of the
- 9 Comprehensive Plan;
- 10 4. To assure the comfort, convenience, safety, health and welfare of the people of the town;
- 11 5. To protect the environment and conserve the natural and cultural resources identified in the
- 12 Comprehensive Plan as important to the community;
- 13 6. To assure that a minimal level of services and facilities are available to the residents of new
- 14 subdivisions and that lots in subdivisions are capable of supporting the proposed uses and
- 15 structures;
- 16 7. To minimize the potential impacts from new subdivisions on neighboring properties and on the
- 17 town; and
- 18 8. To promote the development of an economically sound and stable community.

19
20 **SECTION 5-2. AUTHORITY AND ADMINISTRATION**

21
22 These regulations are in accordance with the provisions of Title 30-A M.R.S.A., §§4401-4407. The

23 Planning Board shall administer these regulations. The provisions of these regulations shall pertain to all

24 land and buildings proposed for subdivision within the boundaries of the town of North Yarmouth.

25
26 **SECTION 5-3. PRE-APPLICATION MEETING, SKETCH PLAN AND SITE INSPECTION**

27
28 **A. Purpose:** The purpose of the pre-application meeting and on-site inspection is for the applicant to

29 present general information regarding the proposed subdivision to the Planning Board and receive the

30 Board's comments prior to the expenditure of substantial sums of money on surveying, soils

31 identification, and engineering by the applicant.

32
33 **B. Procedure:**

- 34 1. The applicant shall present the pre-application sketch plan and make a verbal presentation
 - 35 regarding the site and the proposed subdivision. Following the applicant's presentation, the Board
 - 36 may ask questions and make suggestions to be incorporated by the applicant into the application.
 - 37 The date of the on-site inspection may be selected at this time.
 - 38 2. **Yarmouth Water District:** The CEO shall invite the Yarmouth Water District to this meeting if
 - 39 any portion of the subdivision is located within the Groundwater Protection Overlay District or if
 - 40 the subdivision intends to utilize the public water supply system. The applicant shall provide a
 - 41 copy of the pre-application sketch plan to the Yarmouth Water District at least one week prior to
 - 42 the pre-application meeting.
 - 43 3. **North Yarmouth Conservation Commission:** The CEO shall notify the North Yarmouth
 - 44 Conservation Commission of all pre-application meetings. The Commission's input will be
 - 45 particularly important if any portion of the subdivision is located within a high value open space
 - 46 area (Royal River Corridor, Knight's Pond, Deer Brook and the Deer Brook wetland, Toddy
 - 47 Brook, Pratt's Brook, or a high value wetland). The applicant shall provide a copy of the pre-
 - 48 application sketch plan to the Conservation Commission at least one week prior to the pre-
 - 49 application meeting.
- 50

Article V. Subdivision Review Procedures and Criteria

C. Submission: The pre-application sketch plan shall show in simple sketch form the proposed layout of streets, lots, buildings and other features in relation to existing conditions. The sketch plan, which does not have to be engineered and may be a free-hand penciled sketch, should be supplemented with general information to describe the existing conditions of the site and the proposed development. It will be most helpful to both the applicant and the Planning Board to show site conditions such as high value open space areas (listed B.3), steep slopes, wet areas and vegetative cover to be identified in a general manner. It is recommended that the sketch plan be superimposed on or accompanied by a copy of the assessor's map(s) on which the land is located. The sketch plan shall be accompanied by:

1. A copy of a portion of the U.S.G.S. topographic map and an aerial map of the area showing the outline of the proposed subdivision unless the proposed subdivision is less than 10 acres in size.
2. A copy of that portion of the Cumberland County Soil Survey covering the proposed subdivision, showing the outline of the proposed subdivision.

D. On-Site Inspection: The Planning Board shall endeavor to hold an on-site inspection of the property within 30 days of the Pre-application meeting. The applicant shall place "flagging" at the centerline of any proposed streets, and at the approximate intersections of the street centerlines and lot corners, prior to the on-site inspection. The Planning Board shall reserve the right to postpone the on-site inspection if the Board determines that the on-site inspection is not possible due to surface conditions of the site, such as, but not limited to, snow cover, flooding rains, and frozen ground, or due to the unavailability of Planning Board members.

E. Rights not Vested: The pre-application meeting, the submittal or review of the sketch plan or the on-site inspection shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1 M.R.S.A. §302.

SECTION 5-4. SPECIAL SUBMISSION REQUIREMENTS

A. Yarmouth Water District Review Required for Subdivisions Within the Groundwater Protection Overlay District or Proposing to Utilize the Public Water Supply: If any portion of the subdivision is located within the Groundwater Protection Overlay District, or is to be served by the public water supply, the applicant shall submit complete preliminary and final plans, as submitted to the Planning Board, to the Yarmouth Water District, and obtain written comments from the Yarmouth Water District regarding the subdivision's impact on the public water supply, and/or the District's agreement to provide public water service to the development, if applicable. The Yarmouth Water District's input shall be advisory.

B. North Yarmouth Conservation Commission Review Required: The applicant shall submit complete preliminary and final plans, as submitted to the Planning Board, to the North Yarmouth Conservation Commission, and request written comments from the Commission regarding the subdivision's impact on high value open space areas and other significant natural resources. The Conservation Commission's input shall be advisory.

SECTION 5-5. MINOR SUBDIVISION

A. General: The Planning Board may require, where it deems necessary to make a determination regarding the criteria for approval from Title 30-A M.R.S.A. §4404 (See Section 5-12 Subdivision Review Criteria), or the standards of this Ordinance, that a Minor Subdivision comply with some or all of the submission requirements for a Major Subdivision.

B. Procedure:

1. Within 6 months after the on-site inspection by the Planning Board, the applicant shall submit an application to the Code Enforcement Officer (CEO) for approval of a final plan at least 14 days

Article V. Subdivision Review Procedures and Criteria

1 prior to a scheduled meeting of the Planning Board. Failure to submit the application within 6
2 months shall require resubmission of the sketch plan to the Planning Board. The final plan shall
3 approximate the layout shown on the sketch plan, plus any recommendations made by the
4 Planning Board. [Amended 6/12/10]

- 5 **2. Application Fee:** The application shall be accompanied by a non-refundable fee as specified in
6 the Town of North Yarmouth Application, License and Permit Fees Ordinance, to be paid by
7 check to the town of North Yarmouth stating the specific purpose of the fee. [Amended 6/12/10]
- 8 **3. Technical Review:** In addition, the Planning Board shall refer the developer to a firm, or
9 individual chosen by the Planning Board, for peer review of all submissions. The developer shall
10 pay to the town a sum that the peer reviewer shall budget as sufficient to cover the cost of said
11 review. If after final approval, the sum deposited with the town was more than sufficient to cover
12 the cost, the town shall return the unexpended funds to the developer. If the deposit was not
13 sufficient, the developer shall pay the balance to the town prior to final approval by the Planning
14 Board. If the Planning Board deems a public hearing is necessary, the applicant shall be
15 responsible for the public notice requirements in subsection 7 below.
- 16 **4.** The applicant, or his duly authorized representative, shall attend the meeting of the Planning
17 Board to present the final plan. At the meeting at which an application for final plan approval of a
18 minor subdivision is initially presented, the Planning Board shall:
 - 19 **a.** Issue a dated receipt to the applicant.
 - 20 **b.** Require that the applicant notify in writing all owners of abutting property that an application
21 for subdivision approval has been submitted, specifying the location of the proposed
22 subdivision and including a general description of the project, and provide evidence that such
23 notification was mailed.
 - 24 **c.** Require that the applicant notify in writing all large and small public drinking water
25 suppliers, if any portion of the subdivision is within a water source protection area, and
26 provide evidence that the notification was mailed.
 - 27 **d.** Require that the applicant notify the clerk and the review authority of the neighboring
28 municipalities if any portion of the subdivision abuts or crosses the municipal boundary, and
29 provide evidence that the notification was mailed
- 30 **5.** If at any time, the applicant wishes to bring additional information before the Board, the
31 supplemental information must be submitted to the CEO at least 14 days prior to the Planning
32 Board meeting, otherwise the supplemental information will not be considered by the Planning
33 Board. [Amended 6/12/10]
- 34 **6. Determination of a Complete Application :** Within 30 days of the receipt of the final plan
35 application, the Board shall determine whether the application is complete and notify the
36 applicant in writing of its determination. If the application is not complete, the Planning Board
37 shall notify the applicant of the specific additional material needed to complete the application.
- 38 **7. Public Hearing:** Upon a determination that a complete application has been submitted for
39 review, the Planning Board may decide a public hearing is necessary. The hearing shall be held
40 within 30 days, or at the next regularly scheduled Planning Board meeting, after the Planning
41 Board's determination that it has received a complete application. The Planning Board shall
42 require that the applicant publish the notice of the date, time and place of the hearing in a
43 newspaper of general circulation in the town at least 2 times, the date of the first publication to be
44 at least 7 days prior to the hearing. The CEO shall specify the newspaper of general circulation.
45 The applicant shall provide a copy of the published notice in the newspaper. A copy of the notice
46 shall also be mailed to the abutters.
- 47 **8. Findings of Fact and Decision:** Within 30 days from the public hearing or within 60 days of
48 determining a complete application has been received, if no hearing is held, or within another
49 time limit as may be otherwise mutually agreed to by the Planning Board and the applicant, the
50 Planning Board shall make findings of fact, and conclusions relative to the criteria contained in
51 Title 30-A M.R.S.A. §4404, Section 5-12. Subdivision Review Criteria, and the other

Article V. Subdivision Review Procedures and Criteria

requirements of the Ordinance. If the Planning Board finds that all the criteria of the Statute and the requirements of this Ordinance have been met, they shall approve the final plan. If the Planning Board finds that any of the review criteria of the statute or Section 5-12. Subdivision Review Criteria, or the standards of Article X. Performance and Design Standards for Site Plan Review and Subdivisions Review, or any other provisions of this Ordinance have not been met, the Planning Board shall either deny the application or approve the application with conditions to ensure all of the criteria and standards will be met by the subdivision. The Planning Board shall issue a written notice of its decision to the applicant, including its findings, conclusions and any reasons for denial or conditions of approval.

C. Submissions: The final plan application shall consist of the following items:

1. Application Form

2. Location Map: The location map shall be drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Planning Board to locate the subdivision within the town. The location map shall show:

- a. Existing subdivisions in the proximity of the proposed subdivision.
- b. Locations and names of existing and proposed roads and streets.
- c. Boundaries and designations of zoning districts, including overlay districts.
- d. An outline of the proposed subdivision and any remaining portion of the owner's property if the final plan submitted covers only a portion of the owner's entire contiguous holding.

3. Final Plan: The subdivision plan for a Minor Subdivision shall consist of one reproducible, stable-based transparency to be recorded at the Cumberland County Registry of Deeds and a paper copy for review by the Planning Board. The reproducible transparency shall be embossed with the seal of the individual responsible for preparation of the plan. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size, and shall have a margin of 2 inches outside of the borderlines on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Planning Board. A copy of the subdivision plan(s) shall be reduced to a size of 8½ by 11 inches or 11 by 17 inches. Ten copies of the reduced plan(s) plus all accompanying information shall be submitted to the CEO. The CEO shall mail a complete copy of the application to each Planning Board member no less than 7 days prior to the meeting. If any part of the subdivision is located within the Groundwater Protection Overlay District, a reduced copy of the plan and all accompanying material shall be mailed to the Yarmouth Water District no less than 7 days prior to the meeting. A reduced copy of the plan and all accompanying material shall be mailed to the Chairperson of the Conservation Commission no less than 7 days prior to the meeting. Following approval of the Final Plan by the Planning Board, the applicant shall submit a copy of the Final Plan as recorded at the Cumberland County Registry of Deeds, to include all recording information and Planning Board signatures, to the CEO.

4. Application Requirements: The application for approval of a Minor Subdivision shall include the following information. The Planning Board may require additional information to be submitted, where it finds necessary in order to determine whether the criteria of Title 30-A M.R.S.A. §4404 or Section 5-12 Subdivision Review Criteria, are met.

- a. Proposed name of the subdivision, or identifying title, and the name of the town in which it is located, plus the assessor's map and lot numbers.
- b. Verification of right, title, or interest in the property.
- c. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The plan shall indicate the type of monument found or to be set at each lot corner.

Article V. Subdivision Review Procedures and Criteria

- 1 **d.** A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions,

2 easements, rights-of-way, or other encumbrances currently affecting the property.
- 3 **e.** A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the

4 subdivision.
- 5 **f.** An indication of the type of sewage disposal to be used in the subdivision.

 - 6 **i.** When sewage disposal is to be accomplished by subsurface wastewater disposal systems,

7 test pit analyses, prepared by a licensed site evaluator shall be provided. A map showing

8 the location of all test pits dug on the site shall be submitted.
 - 9 **ii.** When sewage disposal is to be accomplished by connection to the public sewer, a written

10 statement from the sewer district, stating that the district has the capacity to collect and

11 treat the wastewater, shall be provided.
- 12 **g.** An indication of the type of water supply system(s) to be used in the subdivision.

 - 13 **i.** When water is to be supplied by public water supply, a written statement from the

14 Yarmouth Water District shall be submitted indicating that there is adequate supply and

15 pressure for the subdivision and that the district approves the plans for extensions where

16 necessary. Where the district's supply line is to be extended, a written statement from the

17 North Yarmouth Fire Chief, stating approval of the location of fire hydrants, if any, and a

18 written statement from the district approving the design of the extension shall be

19 submitted.
 - 20 **ii.** When water is to be supplied by private wells, evidence of adequate ground water supply

21 and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
- 22 **h.** The date the plan was prepared, north point, and graphic map scale.
- 23 **i.** The names and addresses of the record owner, applicant, and individual or company who

24 prepared the plan, and adjoining property owners.
- 25 **j.** A high intensity soil survey by a Maine certified soil scientist. Wetland areas shall be

26 identified on the survey, regardless of size.
- 27 **k.** The number of acres within the proposed subdivision, location of property lines, existing

28 buildings, vegetative cover type, and other essential existing physical features. On wooded

29 sites, the plan shall indicate the area where clearing for lawns and structures shall be

30 permitted and/or any restrictions to be placed on clearing existing vegetation. [Amended

31 5/13/06]
- 32 **l.** The location of all rivers, streams, brooks, wetlands, vernal pools or other water bodies

33 within or adjacent (within 150 feet) to the proposed subdivision. The location and description

34 of any stream, pond, vernal pool and/or wetland buffers as required in Section 10-3. Brook,

35 Pond, Vernal Pool and Wetland Buffers. Submittals shall include a description of

36 maintenance provisions and a list of deed restrictions and/or covenants, and other information

37 as required in Section 10-3. Brook, Pond, Vernal Pool and Wetland Buffers.
- 38 **m.** Contour lines at the interval specified by the Planning Board, showing elevations in relation

39 to mean sea level.
- 40 **n.** The zoning district(s) in which the proposed subdivision is located and location of any zoning

41 boundaries affecting the subdivision.
- 42 **o.** The location and size of existing and proposed sewers, water mains, culverts, and drainage

43 ways on or adjacent to the property to be subdivided.
- 44 **p.** The location, names, and present widths of existing streets and highways, and existing and

45 proposed easements, building lines, parks and other open spaces on or adjacent to the

46 subdivision. The plan shall contain sufficient data to allow the location, bearing and length of

47 every street line, lot line, and boundary line to be readily determined and be reproduced upon

48 the ground. These lines shall be tied to reference points previously established.
- 49 **q.** In order to facilitate the addition of the subdivision into the town property records and

50 geographic information system, the applicant shall submit subdivision plans in electronic

51 format in AutoCAD, GIS or other similar format (if available). Survey grade GPS data

Article V. Subdivision Review Procedures and Criteria

- (specifically pin locations, wetland boundaries, etc.) when available, should also be submitted; these data should be clearly attributed so a user knows what the points/lines are referring to.
- r. The location of any open space to be preserved and a description of proposed improvements and its management. If any portion of the subdivision is located within the Royal River Corridor Overlay District, a Royal River Corridor Management Plan that includes the location of any building envelopes, preserves natural beauty, enhances wildlife habitat and corridors, considers public access to water bodies and inter-connected trails, and shows how the subdivision development will contribute to the town's vision for the Royal River Corridor as described in the town's Comprehensive Plan and the Open Space Plan.
 - s. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the town or a Planning Board approved land trust, conservation organization or other public entity, of all public open spaces shown on the plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the applicant or lot owners are to be maintained shall be submitted. If open space or other land is to be offered to the town, written evidence that the Selectmen are satisfied with the legal sufficiency of the written offer to convey title shall be included. If any of the open space and/or facilities are to be reserved by the individual unit owners as common open space, the developer shall be required prior to final subdivision plan approval to incorporate a homeowners' association consisting of the individual unit owners, which incorporation must comply with Section 11-10. Home Owner/Property Owners' Associations.
 - t. If any portion of the subdivision is in a 100-year floodplain, the boundaries of any 100-year floodplain and the 100-year flood elevation, as depicted on the North Yarmouth Flood Insurance Rate Maps and Flood Hazard Boundary Maps, shall be delineated on the plan. A note indicating that building is prohibited in the 100-year floodplain shall also be included on the final plan.
 - u. A hydrogeologic assessment prepared by a Maine certified geologist or Maine registered professional engineer, experienced in hydrogeology, when public sewer does not serve the subdivision and any part of the subdivision is located within the Groundwater Protection Overlay District or the subdivision has an average density of more than one dwelling unit per 100,000 square feet. The Planning Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; or proposed use of shared or common subsurface waste water disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of Section 10-24. Water Quality.
 - v. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. The Planning Board may require that the trip generation rates used shall be taken from the Trip Generation Manual, 1991 edition, or most recent edition, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates these sources better reflect local conditions, and if approved by the Planning Board.
 - w. If the proposed subdivision requires driveways or entrances onto a state or state aid highway, a permit from the Maine Department of Transportation indicating that the driveway or entrances conform to Title 23, section 704 and any rules adopted under that section;
 - x. For subdivisions involving 40 or more parking spaces or projected to generate more than 400 vehicle trips per day, a traffic impact analysis, prepared by a Maine registered professional engineer with experience in traffic engineering, shall be submitted. The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions at the site,

Article V. Subdivision Review Procedures and Criteria

- 1 distribution of traffic, types of vehicles expected, effect upon the level of service of the street
2 giving access to the site and neighboring streets which may be affected, and recommended
3 improvements to maintain the desired level of service on the affected streets.
- 4 y. A storm water management plan, prepared by a Maine registered professional engineer in
5 accordance with Section 10-21. Storm Water Control.
- 6 z. An erosion and sedimentation control plan prepared in accordance with Section 10-6.
- 7 aa. Areas within or adjacent (within 150 feet) to the proposed subdivision which have been
8 identified as conservation land, scenic views, and high or moderate value wildlife habitat by
9 the Beginning with Habitat Program and the Comprehensive Plan. The plan shall indicate
10 appropriate measures for the preservation of these areas in accordance with the provisions of
11 this Ordinance.
- 12 bb. The location and method of disposal for land clearing and construction debris.
- 13 cc. Information regarding timber harvesting as required by State Statute (See Section 5-12.19).
14 [Amended 6/16/12]
- 15 dd. Submissions pursuant to Section 10-4. Building Design Standards, if applicable.
- 16

SECTION 5-6. PRELIMINARY PLAN FOR MAJOR SUBDIVISION

A. Procedure:

- 20 1. Within 6 months after the on-site inspection by the Planning Board, the applicant shall submit an
21 application for approval of a preliminary plan to the CEO at least 14 days prior to a scheduled
22 meeting of the Planning Board. Failure to submit an application within 6 months shall require
23 resubmission of the sketch plan to the Planning Board. The preliminary plan shall approximate
24 the layout shown on the Sketch Plan, plus any recommendations made by the Planning Board.
- 25 2. **Application Fee:** All applications for preliminary plan approval for a Major Subdivision shall be
26 accompanied by a non-refundable application fee as specified in the Town of North Yarmouth
27 Application, License and Permit Fees Ordinance, to be paid by check to the town of North
28 Yarmouth stating the specific purpose of the fee. [Amended 6/12/10]
- 29 3. **Technical Review:** In addition, the Planning Board shall refer the developer to a firm, or
30 individual chosen by the Planning Board, for peer review of all submissions. The developer shall
31 pay to the town a sum that the peer reviewer shall budget as sufficient to cover the cost of said
32 review. If after final approval, the sum deposited with the town was more than sufficient to cover
33 the cost, the town shall return the unexpended funds to the developer. If the deposit was not
34 sufficient, the developer shall pay the balance to the town prior to final approval by the Board.
- 35 4. The applicant, or his duly authorized representative, shall attend the meeting of the Planning
36 Board to present the preliminary plan application. Failure to attend the meeting to present the
37 preliminary plan application shall result in a delay of the Planning Board's receipt of the plan
38 until the next meeting that the applicant attends.
- 39 5. At the meeting at which an application for preliminary plan approval of a major subdivision is
40 initially presented, the Planning Board shall:
- 41 a. Issue a dated receipt to the applicant.
- 42 b. Require that the applicant notify in writing all owners of abutting property that an application
43 for subdivision approval has been submitted, specifying the location of the proposed
44 subdivision and including a general description of the project, and provide evidence that such
45 notification was mailed.
- 46 c. Require that the applicant notify the clerk and the review authority of the neighboring
47 municipalities if any portion of the subdivision abuts or crosses the municipal boundary, and
48 provide evidence that such notification was mailed.
- 49 6. If at any time, the applicant wishes to bring additional information before the Planning Board, the
50 supplemental information must be submitted to the CEO at least 14 days prior to the Planning

Article V. Subdivision Review Procedures and Criteria

Board meeting, otherwise the supplemental information will not be considered by the Planning Board. [6/12/10]

7. **Determination of a Complete Application:** Within 30 days of the receipt of the preliminary plan application, the Planning Board shall determine whether the application is complete and notify the applicant in writing of its determination. If the application is not complete, the Planning Board shall notify the applicant of the specific additional material needed to complete the application.
8. **Public Hearing:** Upon determination that a complete application has been submitted for review, the Planning Board shall notify the applicant in writing of its determination. The Planning Board shall determine whether to require a public hearing on the preliminary plan application.
9. If the Planning Board decides a public hearing is necessary, the hearing shall be held within 30 days, or at the next regularly scheduled Planning Board meeting, after the Board's determination that it has received a complete application. The Planning Board shall require that the applicant publish the notice of the date, time and place of the hearing in a newspaper of general circulation in the town at least 2 times, the date of the first publication to be at least 7 days prior to the hearing. The CEO shall specify the newspaper of general circulation. The applicant shall provide a copy of the published notice in the newspaper. A copy of the notice shall also be mailed to the abutters.
10. **Findings of Fact and Decision:** Within 30 days from the public hearing or within 60 days of determining a complete application has been received, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Planning Board and the applicant, the Planning Board shall make findings of fact on the application, and approve, approve with conditions, or deny the preliminary plan application. The Planning Board shall specify in writing its findings of facts and reasons for any conditions or denial.
11. When granting approval to a preliminary plan, the Planning Board shall state the conditions of such approval, if any, with respect to:
 - a. The specific changes which it will require in the final plan;
 - b. The character and extent of the required improvements for which waivers may have been requested and which the Planning Board finds may be waived without jeopardy to the public health, safety, and general welfare; and
 - c. The construction items for which cost estimates and performance guarantees will be required as prerequisite to the approval of the final plan.
12. Approval of a preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather it shall be deemed an expression of approval of the design of the preliminary plan as a guide to the preparation of the final plan. The final plan shall be submitted for approval by the Planning Board upon fulfillment of the requirements of these regulations and the conditions of preliminary approval, if any. Prior to the approval of the final plan, the Planning Board may require that additional information be submitted and changes in the plan be made as a result of further study of the proposed subdivision or as a result of new information received.

B. Submissions: The preliminary plan application shall consist of the following items:

1. **Application Form**
2. **Location Map:** The location map shall be drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Planning Board to locate the subdivision within the town. The location map shall show:
 - a. Existing subdivisions in the proximity of the proposed subdivision.
 - b. Locations and names of existing and proposed streets and roads.
 - c. Boundaries and designations of zoning districts.
 - d. An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.

Article V. Subdivision Review Procedures and Criteria

- 1 **3. Preliminary Plan:** The preliminary plan shall be submitted in 12 copies of one or more maps or
2 drawings, which may be printed or reproduced on paper, with all dimensions shown in feet or
3 decimals of a foot. The preliminary plan shall be drawn to a scale of not more than 100 feet to the
4 inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more
5 than 200 feet to the inch provided all necessary detail can easily be read. A copy of the
6 subdivision plan(s) shall be reduced to a size of 8½ by 11 inches or 11 by 17 inches. The CEO
7 shall mail a copy of the reduced plan(s) plus all accompanying information shall be mailed to
8 each Planning Board member no less than 7 days prior to the meeting. If any part of the
9 subdivision is located within the Groundwater Protection Overlay District, a reduced copy of the
10 plan and all accompanying material shall be mailed to the Yarmouth Water District no less than 7
11 days prior to the meeting. A reduced copy of the plan and all accompanying material shall also be
12 mailed to the Chairperson of Conservation Commission no less than 7 days prior to the meeting.
- 13 **4. Application Requirements:** The application for preliminary plan approval shall include the
14 following information. The Planning Board may require additional information to be submitted,
15 where it finds necessary in order to determine whether the criteria of Title 30-A M.R.S.A. §4404
16 or Section 5-12 Subdivision Review Criteria, are met.
- 17 a. Proposed name of the subdivision and the name of the town, in which it is located, plus the
18 Assessor's map and lot numbers.
 - 19 b. Verification of right, title or interest in the property.
 - 20 c. A standard boundary survey of the parcel, giving complete descriptive data by bearings and
21 distances, made and certified by a Maine registered land surveyor. The corners of the parcel
22 shall be located on the ground and marked by monuments.
 - 23 d. A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions,
24 easements, rights-of-way, or other encumbrances currently affecting the property.
 - 25 e. A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the
26 subdivision.
 - 27 f. An indication of the type of sewage disposal to be used in the subdivision.
 - 28 i. When sewage disposal is to be accomplished by connection to the public sewer, a letter
29 from the sewer district stating that the district has the capacity to collect and treat the
30 wastewater shall be provided.
 - 31 ii. When sewage disposal is to be accomplished by subsurface wastewater disposal systems,
32 test pit analyses, prepared by a licensed site evaluator or certified soil scientist shall be
33 provided. A map showing the location of all test pits dug on the site shall be submitted.
 - 34 g. An indication of the type of water supply system(s) to be used in the subdivision.
 - 35 h. When water is to be supplied by public water supply, a written statement from the servicing
36 water district shall be submitted indicating there is adequate supply and pressure for the
37 subdivision.
 - 38 i. The date the plan was prepared, north point, and graphic map scale.
 - 39 j. The names and addresses of the record owner, applicant, and individual or company who
40 prepared the plan and adjoining property owners.
 - 41 k. A high intensity soil survey by a Maine certified soil scientist. Wetland areas shall be
42 identified on the survey, regardless of size.
 - 43 l. The number of acres within the proposed subdivision, location of property lines, existing
44 buildings, vegetative cover type, and other essential existing physical features.
 - 45 m. The location of all rivers, streams, brooks, wetlands, vernal pools or other water bodies
46 within or adjacent (within 150 feet) to the proposed subdivision. The location and description
47 of any stream, pond, vernal pool and/or wetland buffers as required in Section 10-3. Brook,
48 Pond, Vernal Pool and Wetland Buffers. Submittals shall include a description of
49 maintenance provisions and a list of deed restrictions and/or covenants, and other information
50 as required in Section 10-3. Brook, Pond, Vernal Pool and Wetland Buffers.

Article V. Subdivision Review Procedures and Criteria

- n. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.
- o. The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.
- p. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.
- q. The location, names, and present widths of existing roads, streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.
- r. The width and location of any streets, public improvements or open space shown upon the official map and the Comprehensive Plan, if any, within the subdivision.
- s. The proposed lot lines with approximate dimensions and lot areas.
- t. If the proposed subdivision requires driveways or entrances onto a state or state aid highway, a permit from the Maine Department of Transportation indicating that the driveway or entrances conform to Title 23, section 704 and any rules adopted under that section;
- u. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- v. The location of any open space to be preserved and a description of proposed ownership, improvement and management. If any portion of the subdivision is located within the Royal River Corridor Overlay District, a Royal River Corridor Management Plan that includes the location of any building envelopes, preserves natural beauty, enhances wildlife habitat and corridors, considers public access to water bodies and inter-connected trails, and shows how the subdivision development will contribute to the town's vision for the Royal River Corridor as described in the town's Comprehensive Plan and the Open Space Plan.
- w. The area on each lot where existing forest cover will be permitted to be removed and converted to lawn, impermeable surfaces, structures or other cover and any proposed restrictions to be placed on clearing existing vegetation.
- x. If any portion of the subdivision is in a 100-year floodplain area, the boundaries of any 100-year floodplain and the 100-year flood elevation, as depicted on the town's Flood Insurance Rate Maps and Flood Hazard Boundary Map, shall be delineated on the plan. A note indicating that building is prohibited in the 100-year floodplain shall also be included on the final plan.
- y. A hydrogeologic assessment prepared by a Maine certified geologist or Maine registered professional engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and any part of the subdivision is located within the Groundwater Protection Overlay District or the subdivision has an average density of more than one dwelling unit per 100,000 square feet. The Planning Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; or proposed use of shared or common subsurface waste water disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of Section 10-24. Water Quality.
- z. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from the *Trip Generation Manual*, 1991 edition, or most recent edition, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates these sources better reflect local conditions, and if approved by the Planning Board.
- aa. Areas within or adjacent (within 150 feet) to the proposed subdivision which have been identified as conservation land, scenic views, and high or moderate value wildlife habitat by the Beginning with Habitat Program and the Comprehensive Plan. The plan shall indicate

Article V. Subdivision Review Procedures and Criteria

appropriate measures for the preservation of these areas in accordance with the provisions of this Ordinance.

- bb. Information regarding timber harvesting as required by State Statute (See Section 5-12.19).
[Amended 6/16/12]

SECTION 5-7. FINAL PLAN FOR MAJOR SUBDIVISION

A. Procedure.

1. Within 6 months after the approval of the preliminary plan, the applicant shall submit an application for approval of the final plan at least 14 days prior to a scheduled meeting of the Planning Board. Applications shall be submitted to the Planning Board in care of the CEO. If the application for the final plan is not submitted within 6 months after preliminary plan approval, the Planning Board shall require resubmission of the preliminary plan, except as stipulated below. The final plan shall approximate the layout shown on the preliminary plan, plus any changes required by the Planning Board. [Amended 6/15/13]
2. If an applicant cannot submit the final plan within 6 months, due to delays caused by other regulatory bodies, or other reasons, the applicant may request an extension. Such a request for an extension to the filing deadline shall be filed, in writing, with the Planning Board prior to the expiration of the filing period. The request for an extension shall state the reason for the delay and set forth a timetable for final plan submission. In considering the request for an extension the Planning Board shall make findings that the applicant has made due progress in preparation of the final plan and in pursuing approval of the plans before other agencies, and that town ordinances or regulations which may impact on the proposed development have not been amended.
3. **Other Approvals:** Prior to submittal of the final plan application, the following approvals shall be obtained in writing, where applicable:
 - a. Maine Department of Environmental Protection, under the Site Location of Development Act, Natural Resources Protection Act, or if a wastewater discharge license is needed.
 - b. Maine Department of Human Services, if the applicant proposes to provide a public water system.
 - c. Maine Department of Human Services, if an engineered subsurface wastewater disposal system(s) or advanced wastewater treatment system is to be utilized.
 - d. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required.
 - e. Maine State Fire Marshall's Office, as appropriate.
 - f. Any other approvals required by local, state or federal law.
4. The applicant, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the final plan. At the meeting at which an application for final plan approval of a major subdivision is initially presented, the Planning Board shall issue a dated receipt to the applicant.
5. **Determination of a Complete Application:** Within 30 days of the receipt of the final plan application, the Planning Board shall determine whether the application is complete and notify the applicant in writing of its determination. If the application is not complete, the Board shall notify the applicant of the specific additional material needed to complete the application.
6. **Public Hearing:** Upon determination that a complete application has been submitted for review, the Planning Board shall issue a dated receipt to the applicant. The Planning Board shall determine whether to require a public hearing on the final plan application.
7. If the Planning Board decides a public hearing is necessary, the hearing shall be held within 30 days, or at the next regularly scheduled Planning Board meeting, after the Board's determination that it has received a complete application. The Planning Board shall require that the applicant publish a notice of the date, time and place of the hearing in a newspaper of local circulation at least 2 times, the date of the first publication to be at least 7 days before the hearing. The

Article V. Subdivision Review Procedures and Criteria

applicant shall provide a copy of the published notice in the newspaper. In addition, the applicant shall post the notice of the hearing in at least 3 prominent places within the municipality at least 7 days prior to the hearing. The CEO will specify the newspaper and 3 prominent places for posting. A copy of the notice shall also be mailed to the abutters.

8. The Planning Board shall notify the North Yarmouth Road Commissioner, School Superintendent, local law enforcement, the Yarmouth Water District (if applicable) and North Yarmouth Fire Chief of the proposed subdivision, the number of dwelling units proposed, the length of streets and roads, and the size and construction characteristics of any multiplex, commercial or industrial buildings. The Planning Board shall request that these officials comment upon the adequacy of their department's existing capital facilities to service the proposed subdivision.
9. Before the Planning Board grants approval of the final plan, the applicant shall meet the performance guarantee requirements contained in Section 3-8 Performance Guarantees.
10. **Findings of Fact and Decision:** Within 30 days from the public hearing or within 60 days of receiving a complete application, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Planning Board and the applicant, the Planning Board shall make findings of fact, and conclusions relative to the criteria for approval contained in Title 30-A M.R.S.A. Section 4404, Section 5-12 Subdivision Review Criteria, and the standards of this Ordinance. If the Planning Board finds that all the criteria of the statute and the standards of this Ordinance have been met, they shall approve the final plan. If the Planning Board finds that any of the criteria of the statute or the standards of this Ordinance have not been met, the Planning Board shall either deny the application or approve the application with conditions to ensure all of the standards will be met by the subdivision. The reasons for any conditions shall be stated in the records of the Planning Board.

B. Submissions: The final plan shall consist of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size, and shall have a margin of 2 inches outside of the borderline on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved on the plan for endorsement by the Planning Board. The final plan submission shall consist of one reproducible, stable-based transparency to be recorded at the Cumberland County Registry of Deeds, and a paper copy for review by the Planning Board. Following approval of the Final Plan by the Planning Board, the applicant shall submit a copy of the Final Plan as recorded at the Cumberland County Registry of Deeds, to include all recording information and Planning Board signatures.

In addition, the applicant shall submit 12 copies of the final plan reduced to a size of 8¹/₂ by 11 inches or 11 by 17 inches, and all accompanying information. A copy of the final plan(s) and all accompanying information shall be mailed to each Planning Board member no less than 7 days prior to the meeting. If any portion of the subdivision is located within the Groundwater Protection Overlay District a reduced copy of the final plan and all accompanying information shall also be mailed to the Yarmouth Water District. A reduced copy of the final plan and all accompanying information shall be mailed to the Chairperson of the Conservation Commission no less than 7 days prior to the meeting. The final plan shall include or be accompanied by the following information.

1. Proposed name of the subdivision and the name of the town in which it is located, plus the assessor's map and lot numbers.
2. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.
3. An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by connection to the public sewer, a written statement from the sewer district indicating the district has reviewed and approved the sewerage design shall be submitted.
4. An indication of the type of water supply system(s) to be used in the subdivision.

Article V. Subdivision Review Procedures and Criteria

- a. When water is to be supplied by an existing public water supply, a written statement from the servicing water district shall be submitted indicating the district has reviewed and approved the water system design. A written statement shall be submitted from the North Yarmouth Fire Chief approving all hydrant locations or other fire protection measures deemed necessary.
 - b. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
 - c. When water is supplied by a new public water system, evidence of approval of the system by the Maine Drinking Water Program.
5. The date the plan was prepared, north point, graphic map scale.
 6. The names and addresses of the record owner, applicant, and individual or company who prepared the plan.
 7. The location of any zoning boundaries affecting the subdivision.
 8. If different than those submitted with the preliminary plan, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
 9. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.
 10. The location, names, and present widths of existing and proposed streets, roads, easements, buildings, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a Maine registered land surveyor. The original reproducible plan shall be embossed with the seal of the Maine registered land surveyor and be signed by that individual.
 11. In order to facilitate the addition of the subdivision into the town property records and geographic information system, the applicant shall submit subdivision plans in electronic format in AutoCAD, GIS or other similar format (if available). Survey grade GPS data (specifically pin locations, wetland boundaries, etc.) when available, should also be submitted; these data should be clearly attributed so a user knows what the points/lines are referring to.
 12. Road/street plans, meeting the requirements of Article X. Performance and Design Standards for Site Plan Review and Subdivision Review.
 13. A storm water management plan, prepared by a Maine registered professional engineer in accordance with Section 10-21. Storm Water Control.
 14. An erosion and sedimentation control plan prepared by a Maine registered professional engineer in accordance with Section 10-6. Erosion and Sedimentation Control.
 15. The width and location of any streets or public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision.
 16. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the town of all public ways and open spaces shown on the Plan, and copies of agreements or other documents, such as homeowner's association bylaws, showing the manner in which open spaces and/or facilities to be retained by the developer or lot owners are to be maintained shall be submitted. If any of the open space and/or facilities are to be reserved by the individual unit owners as common open space, the developer shall be required prior to final subdivision plan approval to incorporate a homeowners' association consisting of the individual unit owners, which incorporation must comply with Section 11-10. Home Owner/Property Owners' Associations. The Planning Board may require written evidence from an attorney that the required documents are legally sufficient to preserve and maintain common open space, recreation land and other common facilities. If proposed streets and/or open spaces or other land is to be offered to the town, written evidence that the Selectmen are satisfied with the legal sufficiency of the written offer to convey title shall be included.

Article V. Subdivision Review Procedures and Criteria

1 **17.** The boundaries of the 100-year flood plain as depicted on the town's Flood Hazard Boundary
2 Map and Flood Insurance Rate Map shall be delineated on the plan.

3 **18.** A list of construction items, with cost estimates, that will be completed by the applicant prior to
4 the sale of lots, and evidence that the applicant has financial commitments or resources to cover
5 these costs.

6 **19.** A list of construction and maintenance items, with both capital and annual operating cost
7 estimates, that must be financed by the town, or quasi-municipal districts. These lists shall
8 include but not be limited to:

- 9 **a.** Schools, including busing
- 10 **b.** Street maintenance and snow removal
- 11 **c.** Police and fire protection
- 12 **d.** Solid waste disposal
- 13 **e.** Recreation facilities
- 14 **f.** Storm water drainage
- 15 **g.** Waste water treatment
- 16 **h.** Water supply

17 The applicant shall provide an estimate of the net increase in taxable assessed valuation at the
18 completion of the construction of the subdivision.

19 **20.** The location and method of disposal for land clearing and construction debris.

21 **SECTION 5-8. FINAL APPROVAL AND FILING FOR MINOR AND MAJOR SUBDIVISIONS**

22
23 **A.** No plan shall be approved by the Planning Board as long as the applicant, or any entity in which the
24 applicant has a legal or financial interest, is in violation of the provisions of a previously approved Plan
25 within the town.

26
27 **B.** Upon findings of fact and determination that all standards in Title 30-A M.R.S.A. Section 4404
28 Review Criteria, Section 5-12. Subdivision Review Criteria, and these regulations have been met, and
29 upon voting to approve the subdivision, the Planning Board shall sign the final plan. The Planning Board
30 shall specify in writing its findings of facts and reasons for any conditions or denial. The town shall retain
31 one copy of the signed plan as part of its permanent records. Any subdivision not recorded in the
32 Cumberland County Registry of Deeds within 90 days of the date upon which the plan is approved and
33 signed by the Planning Board shall become null and void.

34
35 **C.** At the time the Planning Board grants final plan approval, it may permit the plan to be divided into
36 two or more sections subject to any conditions the Planning Board deems necessary in order to ensure the
37 orderly development of the Plan. If any town or quasi-municipal department head notified of the proposed
38 subdivision informs the Planning Board that their department or district does not have adequate capital
39 facilities to service the subdivision, the Planning Board shall require the plan to be divided into two or
40 more sections subject to any conditions the Planning Board deems necessary in order to allow the orderly
41 planning, financing and provision of public services to the subdivision. If the superintendent of schools
42 indicates that there is less than 20 percent excess classroom capacity existing in the school(s) which will
43 serve the subdivision, considering previously approved but not built subdivisions, the Planning Board
44 shall require the plan to be divided into sections to prevent classroom overcrowding. If the expansion,
45 addition or purchase of the needed facilities is included in the town's capital improvements program, the
46 time period of the phasing shall be no longer than the time period contained in the capital improvements
47 program for the expansion, addition or purchase.

48
49 **D.** No changes, erasures, modifications, or revisions shall be made in any final plan after approval has
50 been given by the Planning Board and endorsed in writing on the plan, unless the revised final plan is first
51 submitted and the Planning Board approves any modifications, except in accordance with Section 5-9.

Article V. Subdivision Review Procedures and Criteria

Revisions to Approved Plans for Minor and Major Plans. The Planning Board shall make findings that the revised plan meets the criteria of Title 30-A M.R.S.A., Section 4404, and Section 5-12. Subdivision Review Criteria, and the other standards of these regulations. In the event that a plan is recorded without complying with this requirement, it shall be considered null and void, and the Planning Board shall institute proceedings to have the plan stricken from the records of the Cumberland County Registry of Deeds. [Amended 6/15/13]

E. The approval by the Planning Board of a subdivision plan shall not be deemed to constitute or be evidence of any acceptance by the town of any street, easement, or other open space shown on such plan. When a park, playground, or other recreation area shall have been shown on the plan to be dedicated to the town, approval of the plan shall not constitute an acceptance by the town of such areas. The Planning Board shall require the plan to contain appropriate notes to this effect. The Planning Board may also require the filing of a written agreement between the applicant and the Selectmen covering future deed and title dedication, and provision for the cost of grading, development, equipment, and maintenance of any such dedicated area.

F. Except in the case of a phased development plan, failure to complete substantial construction of the subdivision within 5 years of the date of approval and signing of the plan shall render the plan null and void. Upon determining that a subdivision's approval has expired under this paragraph, the Planning Board shall have a notice placed in the Cumberland County Registry of Deeds to that effect.

SECTION 5-9. REVISIONS TO APPROVED PLANS FOR MINOR AND MAJOR SUBDIVISIONS

A. Procedure: An applicant for a revision to a previously approved plan shall, at least 14 days prior to a scheduled meeting of the Planning Board, request to be placed on the Planning Board's agenda. If the revision involves abandonment of the subdivision or the creation of additional lots or dwelling units, the procedures for preliminary plan approval shall be followed. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units, the procedures for final plan approval shall be followed. [Amended 6/18/11, 6/15/13]

B. Submissions: The applicant shall submit a copy of the approved plan as well as 11 copies of the proposed revisions. The application shall also include enough supporting information to allow the Planning Board to make a determination that the proposed revisions meet the standards of these regulations and the criteria of the statute. The Planning Board is authorized to decide whether it has received adequate supporting information to make this decision. The revised plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Cumberland County Registry of Deeds.

C. Scope of Review: The Planning Board's scope of review shall be limited to those portions of the plan that are proposed to be changed.

SECTION 5-10. INSPECTIONS AND ENFORCEMENT

A. Inspection of Required Improvements.

1. At least 5 days prior to commencing construction of required improvements, the developer shall:
 - a. Notify the CEO in writing of the time when (s)he proposes to commence construction of such improvements, so that the CEO can arrange for inspections to assure that all town specifications, requirements, and conditions of approval are met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Planning Board.

Article V. Subdivision Review Procedures and Criteria

- b. Deposit with the Selectmen a check made out to the town of North Yarmouth for the amount of 2 percent of the estimated costs of the required improvements. These funds shall be used by the town to hire the services of a Maine registered professional engineer to review the specifications for all improvements, and to inspect the construction, including, but not limited to: roads, streets, lighting, sidewalks, storm water facilities, water lines, sewer lines, etc. and all conditions of final approval. If these funds are sufficient to cover the cost of said review and inspection, the remaining funds shall be returned to the developer after satisfactory completion of the improvements, including cleanup. If the funds are not enough to cover said review and inspection, the developer shall pay all costs over and above the 2 percent directly to the reviewing engineer as billed.
2. If the inspecting official finds upon inspection of the improvements that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the developer, he shall so report in writing to the CEO and the developer. The town shall take any steps necessary to assure compliance with the approved plans.
3. If at any time it appears necessary or desirable to modify the required improvements before or during the construction of the required improvements, the inspecting official is authorized to approve minor modifications due to unforeseen circumstances such as encountering hidden outcrops of bedrock, natural springs, etc. The inspecting official shall issue any approval under this section in writing and shall transmit a copy of the approval to the CEO and the Planning Board. Revised plans shall be filed with the Planning Board. For major modifications, such as relocation of rights-of-way, property boundaries, changes of grade by more than 1 percent, etc., the subdivider shall obtain permission from the Planning Board to modify the plans.
4. At the close of each summer construction season in which the development has occurred, the town shall, at the expense of the developer, have the site inspected by a qualified individual. By October 1 of each year during which construction was done on the site, the inspector shall submit a report to the CEO and the Planning Board based on that inspection, addressing whether storm water and erosion control measures (both temporary and permanent) are in place, are properly installed, and appear adequate. The report shall also include a discussion and recommendations on any problems that were encountered.
5. Prior to the sale of any lot, the developer shall provide the Planning Board with a letter from a Maine registered land surveyor, stating that all monumentation shown on the plan has been installed.
6. Upon completion of road construction and prior to acceptance of the road by the town, a written certification signed by a Maine registered professional engineer shall be submitted to the Selectmen at the expense of the applicant, certifying that the proposed street meets or exceeds the design and construction requirements of these regulations. If there are any underground utilities, the servicing utility shall certify in writing that they have been installed in a manner acceptable to the utility. "As built" plans shall be submitted to the Selectmen.
7. The developer shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of the improvements by the town or control is placed with a lot owners' association.

B. Violations and Enforcement:

1. No plan of a division of land within the town, which would constitute a subdivision, shall be recorded in the Cumberland County Registry of Deeds until a final plan has been approved by the Planning Board in accordance with these regulations.
2. A person shall not convey, offer or agree to convey any land in a subdivision, which has not been approved by the Planning Board and recorded in the Cumberland County Registry of Deeds.
3. A person shall not sell, lease or otherwise convey any land in an approved subdivision, which is not shown, on the plan as a separate lot.

Article V. Subdivision Review Procedures and Criteria

4. No public utility, water district, sanitary district or any utility company of any kind shall serve any lot in a subdivision for which a final plan has not been approved by the Planning Board.
5. Development of a subdivision without Planning Board approval shall be a violation of law. Development includes: cutting of trees, grading or construction of roads; grading of land or lots; or construction of buildings; which require a plan, approved as provided in these regulations and recorded in the Cumberland County Registry of Deeds.
6. No lot in a subdivision may be sold, leased, or otherwise conveyed before the road or street upon which the lot fronts is completed in accordance with these regulations up to and including the entire frontage of the lot. No unit in a multiplex development shall be occupied before the road or street upon which the unit is accessed is completed in accordance with these regulations.
7. Violations of the above provisions of this section are a nuisance and shall be punished in accordance with the provisions of Title 30-A M.R.S.A., Section 4452, and any other appropriate statutes.

SECTION 5-11. WAIVERS

A. Waivers of Submission Requirements: Where the Planning Board makes written findings of fact that there are special circumstances of a particular parcel proposed to be subdivided, it may waive portions of the submission requirements, unless otherwise indicated in the regulations, provided the applicant has demonstrated that the standards of this Ordinance and the criteria of the subdivision statute have been or will be met, and provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan or this Ordinance.

B. Waivers of Required Improvements: Where the Planning Board makes written findings of fact that due to special circumstances of a particular lot proposed to be subdivided, the provision of certain required improvements is not requisite to compliance with this Ordinance or the state subdivision statute, or are inappropriate because of inadequate or lacking connecting facilities adjacent to or in proximity of the proposed subdivision, it may waive the requirement for such improvements, subject to appropriate conditions, provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan or this Ordinance, and further provided the performance standards of these regulations and the criteria of the subdivision statute have been or will be met by the proposed subdivision.

C. Conditions: Waivers may only be granted in accordance with Sections A. and B., above. When granting waivers, the Planning Board shall set conditions so that the purposes of this Ordinance are met.

D. Waivers of Improvements to be shown on Final Plan: When the Planning Board grants a waiver to any of the improvements required by this Ordinance, the final plan, to be recorded at the Cumberland County Registry of Deeds, shall indicate the waivers granted and the date on which they were granted.

SECTION 5-12. SUBDIVISION REVIEW CRITERIA

A. Findings of Fact Required: Pursuant to Title 30-A M.R.S.A., Sections 4404 Review Criteria, the Planning Board must make “findings of fact” regarding each of the following criteria before approving a subdivision.

B. Review Criteria: The Planning Board shall consider the following criteria and, before granting approval, must determine that:

1. **Pollution:** The proposed subdivision will not result in undue water or air pollution. In making this determination, the Planning Board shall at least consider:
 - a. The elevation of land above sea level and its relation to the flood plains;

Article V. Subdivision Review Procedures and Criteria

- b. The nature of soils and subsoils and their ability to adequately support waste disposal;
 - c. The slope of the land and its effect on effluents;
 - d. The availability of streams for disposal of effluents; and
 - e. The applicable state and local health and water resource rules, regulations and/or statutes.
2. **Sufficient Water:** The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the development;
3. **Municipal Water Supply:** The proposed subdivision will not cause an unreasonable burden on the public water supplies of the Yarmouth Water District, if they are to be used;
4. **Erosion:** The proposed development will not cause unreasonable soil erosion or a reduction in the capacity of the land, both on-site and off-site, to hold water so that a dangerous or unhealthy condition results;
5. **Traffic:** The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed and, if the proposed subdivision requires driveways or entrances onto a state or state aid highway, the Department of Transportation has provided documentation indicating that the driveway or road entrances conform to Title 23, section 704 and any rules adopted under that section;
6. **Sewage Disposal:** The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized;
7. **Municipal Solid Waste Disposal:** The proposed subdivision will not cause an unreasonable burden on the town's ability to dispose of solid waste, if town services are to be utilized;
8. **Aesthetic, Cultural and Natural Values:** The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant plant or animal habitat identified by the Department of Inland Fisheries and Wildlife, U.S. Fish and Wildlife Service, Maine Natural Areas Program, Beginning with Habitat Program or the town, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;
9. **Conformity with Local Ordinances and Plans:** The proposed subdivision conforms to the provisions of this Ordinance and the town's Comprehensive Plan, including the Open Space Plan. In making this determination, the Planning Board may interpret these ordinances and plans;
10. **Financial and Technical Capacity:** The developer has adequate financial and technical capacity to meet the standards of this Ordinance;
11. **Surface Waters:** Whenever situated within 250 feet of the Deer Brook wetland, Knight's Pond, the Royal River, Chandler Brook, and the East Branch, and whenever situated with 150 feet of Toddy Brook, Pratt's Brook, Deer Brook and an un-named tributary to Chandler Brook, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.
12. **Groundwater:** The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water on site or on adjacent properties, and in particular the quality and quantity of ground water within the Groundwater Protection Overlay District;
13. **Flood areas:** Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps for North Yarmouth, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision shall not be constructed within the 100-year floodplain;
14. **Wetlands:** All wetlands, including vernal pools, within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of wetlands may be done with the help of the local soil and water conservation district. Wetlands shall be identified in accordance with the 1987 Corps of

Article V. Subdivision Review Procedures and Criteria

1 Engineers Wetland Delineation Manual (or most recent edition), published by the United States
2 Army Corps of Engineers;

3 **15. River, Stream or Brook:** Any river, stream or brook within or abutting the proposed subdivision
4 has been identified on any maps submitted as part of the application.

5 **16. Storm Water:** The proposed subdivision will provide for adequate storm water management;

6 **17. Spaghetti-lots Prohibited:** If any lots in the proposed subdivision have shore frontage on a river,
7 stream, or brook, none of the lots created within the subdivision have a lot depth to shore frontage
8 ratio greater than 4 to 1;

9 **18. Impact on Adjoining Municipality:** For any proposed subdivision that crosses municipal
10 boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe
11 conditions with respect to the use of existing public ways in an adjoining municipality in which
12 part of the subdivision is located.

13 **19. Lands Subject to Liquidation Harvesting:** Timber on the parcel being subdivided has not been
14 harvested in violation of rules adopted pursuant to M.R.S.A. Title 12, Section 8869, subsection
15 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate
16 liquidation harvesting has occurred, the Planning Board must determine prior to granting
17 approval for the subdivision that 5 years have elapsed from the date the landowner (i.e., one
18 person or a group of persons in common or joint ownership) under whose ownership the harvest
19 occurred acquired the parcel. The Planning Board may request technical assistance from the
20 Maine Department of Conservation, Bureau of Forestry to determine whether a rule violation has
21 occurred, or the municipal reviewing authority may accept a determination certified by a forester
22 licensed pursuant to M.R.S.A. Title 32, chapter 76. If the Planning Board requests technical
23 assistance from the bureau, the bureau shall respond within 5 working days regarding its ability to
24 provide assistance. If the bureau agrees to provide assistance, it shall make a finding and
25 determination as to whether a rule violation has occurred. The bureau shall provide a written copy
26 of its finding and determination to the Planning Board within 30 days of receipt of the Planning
27 Board's request. If the bureau notifies the Planning Board that the bureau will not provide
28 assistance, the Planning Board may require a subdivision applicant to provide a determination
29 certified by a licensed forester.

30 For the purposes of this subsection, "liquidation harvesting" has the same meaning as in M.R.S.A.
31 Title 12, section 8868,¹ subsection 6 and "parcel" means a contiguous area within the town of
32 North Yarmouth owned by one person or a group of persons in common or joint ownership. This
33 subsection takes effect on the effective date of rules adopted pursuant to M.R.S.A. Title 12,
34 section 8869, subsection 14.'

35
36 The following table is designed to assist the Planning Board in making a determination regarding
37 this criterion.
38

¹ Liquidation harvesting means the purchase of timberland followed by a harvest that removes most or all commercial value in standing timber, without regard for long-term forest management principles, and the subsequent sale or attempted resale of the harvested land within 5 years (MRSA Title 12 Section 8868, subsection 6)

Article V. Subdivision Review Procedures and Criteria

1

Questions to assess Subdivision Review Criterion 19 concerning subdivision of liquidated forestland.	Yes/ No	Optional Additional Data	Action
1. Has the parcel changed ownership within 5 years prior to the date of the subdivision application?		Date of last conveyance:	"No" – end of Criterion 19 review "Yes" - Proceed to 2
2. Has timber been harvested on the parcel within 5 years prior to the date of the subdivision application.		Indicate date of last timber harvest:	"No" – end of Criterion 19 review "Yes" - Proceed to question 3
3. Did the timber harvesting result in a rule violation (pursuant to Title 12, section 8869, subsection 14) based on a request for technical assistance from the Department of Conservation, Bureau of Forestry? If Bureau has not agreed to provide assistance proceed to next question.		Date request forwarded to the Maine Forest Service (MFS): Date MFS indicated ability to provide technical assistance:	"No" – end of Criterion 19 review "Yes" - Deny Subdivision
4. Has a violation occurred based on a determination that is certified by a forester licensed pursuant to Title 32, chapter 76? <u>Note:</u> Applicant to obtain this information and provide to the town.		Date of determination by MFS or forester licensed pursuant to Title 32, chapter 76:	"No" – end of Criterion 19 review "Yes" - Deny Subdivision

ARTICLE VI. VARIANCES AND APPEALS

SECTION 6-1. APPOINTMENT AND COMPOSITION

There shall be a Zoning Board of Appeals (ZBA) consisting of 5 voting members and 2 alternate members appointed by the Board of Selectmen with staggered 5-year terms. Voting members shall elect a Chairman and Secretary from its membership. An alternate may vote only in the absence of a regular member. The ZBA must be maintained in accordance with the provisions of Title 30-A Section 2691, Board of Appeals.

SECTION 6-2. POWERS AND DUTIES OF THE ZONING BOARD OF APPEALS (ZBA).
[Amended 5/17/08]

The Zoning Board of Appeals (ZBA) shall conduct of its affairs in accordance with the provisions of this Ordinance and Title 30-A, Section 2691, Board of Appeals, and Section 4353, Zoning Adjustment. The ZBA shall have the following powers:

A. Administrative Appeals: To hear and decide administrative appeals, on an appellate basis, where it is alleged by an aggrieved party that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Planning Board in the administration of this Ordinance; and to hear and decide administrative appeals on a de novo basis where it is alleged by an aggrieved party that there is an error in any order, requirement, decision or determination made by, or failure to act by, the Code Enforcement Officer in his or her review of and action on a permit application under this Ordinance. Any order, requirement, decision or determination made, or failure to act, in the enforcement of this Ordinance is not appealable to the Board of Appeals.

B. Variances: To grant variances from the terms of this Ordinance provided that there is no substantial departure from the intent of this Ordinance, and that a literal enforcement of the Ordinance would cause undue hardship as defined by 30-A M.R.S.A. Sec. 4353, Zoning Adjustment. The Board shall limit any variances granted as strictly as possible in order to preserve the terms of the Ordinance and it may impose such conditions, as it deems necessary, to that end.

C. Miscellaneous Appeals: To hear and decide only the following miscellaneous appeals from the provisions of this Ordinance. In granting, by majority vote, any such miscellaneous appeals, the ZBA may prescribe conditions and safeguards as are appropriate under this Ordinance.

1. To interpret District boundaries as prescribed in Article VII. Zoning District Regulations of this Ordinance.
2. To permit variations of non-conformance as prescribed in Article II. Non-conformance of this Ordinance.

SECTION 6-3. ADMINISTRATIVE APPEALS, VARIANCES AND MISCELLANEOUS APPEALS [Amended 6/12/10]

A. Procedures:

1. **Time Limit:** An administrative, variance or miscellaneous appeal may be taken to the Zoning Board of Appeals (ZBA) by an aggrieved party from any decision of the Code Enforcement Officer (CEO) or the Planning Board. Such an appeal shall be taken within 30 days of the date of the official written decision appealed from, and not otherwise, except that the ZBA, upon a showing of good cause, may waive the 30-day requirement.
2. **Submission for an Appeal:**

Article VI. Variances and Appeals

- a. Applications for appeals shall be made by filing with the CEO 11 copies of written notice of appeal that includes:
 - i. A concise written statement indicating what relief is requested and why the appeal or variance should be granted.
 - ii. A sketch drawn to scale showing lot lines, location of existing buildings and structures and other physical features of the lot pertinent to the relief sought.
 - iii. The appeal fee to cover the notification requirements.
 - b. No appeal shall be placed on the agenda for ZBA consideration or action until the CEO makes a finding that the application is complete. All appeals shall require a public hearing.
3. **Records to be Forwarded to the Zoning Board of Appeals:** Upon receiving an application for an administrative appeal or a variance, the CEO or Planning Board, as appropriate, shall transmit to the ZBA all of the papers constituting the record of the decision appealed from.
4. **Public Hearing:** The Zoning Board of Appeals (ZBA) shall hold a public hearing on an administrative appeal or a request for a variance within 35 days of a complete written application, unless this time period is extended by the parties. The public hearing shall be conducted in accordance with the procedure set forth in 30-A M.R.S.A., Section 2691, Board of Appeals. The CEO, Planning Board and Selectmen may be parties to the hearing. Notification of all appeals shall be given to the Planning Board, if applicable, and abutting property owners indicating the nature of the appeal and the time and place of the public hearing. Failure of any property owner to receive a notice shall not invalidate any action of the ZBA.
5. **Administrative Appeals:**
 - a. When the ZBA reviews a decision of the Code Enforcement Officer the Board of Appeals shall hold a “de novo” hearing. At this time the Board may receive and consider new evidence and testimony, be it oral or written. When acting in a “de novo” capacity the ZBA shall hear and decide the matter afresh, undertaking its own independent analysis of evidence and the law, and reaching its own decision.
 - b. When the ZBA hears a decision of the Planning Board, it shall hold an appellate hearing, and may reverse the decision of the Planning Board only upon finding that the decision was contrary to specific provisions of the Ordinance or contrary to the facts presented to the Planning Board. The ZBA may only review the record of the proceedings before the Planning Board. The ZBA shall not receive or consider any evidence which was not presented to the Planning Board, but the ZBA may receive and consider written or oral arguments. If the ZBA determines that the record of the Planning Board proceedings are inadequate, the ZBA may remand the matter to the Planning Board for additional fact finding.
6. **Decision by Zoning Board of Appeals (ZBA):**
 - a. **Quorum:** A majority of the full voting membership of the ZBA shall constitute a quorum for the purpose of deciding an appeal.
 - b. **Burden of Proof:** The person filing the appeal shall have the burden of proof.
 - c. **Action on Appeal:** Following the public hearing on an appeal, the ZBA may affirm, affirm with conditions, or reverse the decision of the CEO or Planning Board. The ZBA may reverse the decision, or failure to act, of the CEO or Planning Board only upon a finding that the decision, or failure to act, was clearly contrary to specific provisions of this Ordinance. When errors of administrative procedures or interpretations are found, the case shall be remanded back to the CEO or the Planning Board for correction.
 - d. **Time Frame:** The ZBA shall decide all administrative appeals and variance appeals within 35 days after the close of the hearing, and shall issue a written decision on all appeals.
 - e. **Statement of Findings:** The ZBA shall state the reasons and basis for its decision, including a statement of the facts found and conclusions reached by the Board. The ZBA shall cause written notice of its decision to be mailed or hand-delivered to the applicant, and to the Department of Environmental Protection for appeals applicable to the Resource Protection

Article VI. Variances and Appeals

and Residential Shoreland Districts, within 7 days of the Board's decision. Copies of written decisions of the ZBA shall be given to the Planning Board, Code Enforcement Officer, and the Board of Selectmen.

7. **Appeal to Superior Court:** Except as provided by 30-A M.R.S.A. Section 2691(3)(F), any aggrieved party who participated as a party during the proceedings before the ZBA may take an appeal to Superior Court in accordance with State laws within 45 days from the date of the vote on the original decision of the ZBA.
8. **Reconsideration:** In accordance with 30-A M.R.S.A. Section 2691(3)(F), the ZBA may reconsider any decision reached under this section within 45 days of its prior decision. A request to the ZBA to reconsider a decision must be filed within 10 days of the decision that is being reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. Reconsideration of a decision shall require a positive vote of the majority of the ZBA members originally voting on the decision, and proper notification to the landowners, petitioner, Planning Board, CEO, and other parties of interest, including abutters and those who testified at the original hearing(s). The ZBA may conduct additional hearings and receive additional evidence and testimony. Appeal of a reconsidered decision to Superior Court must be made within 15 days after the decision on reconsideration.

B. Variance Appeals: The Zoning Board of Appeals (ZBA) shall limit any variances granted as strictly as possible in order to insure conformance with the purposes and provisions of this Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The party receiving the variance shall comply with any conditions imposed. Variances may be granted only under the following conditions:

1. Variances may be permitted only under the following conditions:
 - a. Variances may be granted only from dimensional requirements including, but not limited to, lot width, structure height, percent of lot coverage, and setback requirements.
 - b. Variances shall not be granted for establishment of any uses otherwise prohibited by this Ordinance.
 - c. The Board shall not grant a variance unless it finds that:
 - i. The proposed structure or use would meet the provisions of this Ordinance, except for the specific provision which has created the non-conformity and from which relief is sought; and
 - ii. The strict application of the terms of this Ordinance would result in undue hardship. The term "undue hardship" shall mean:
 - a. That the land in question cannot yield a reasonable return unless a variance is granted;
 - b. That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - c. That the granting of a variance will not alter the essential character of the locality; and
 - d. That the hardship is not the result of action taken by the applicant or a prior owner.
2. **Setback Variance for a Detached Single-Family Dwelling:** Notwithstanding subsection B.1. c.ii. above, the ZBA may grant a setback variance for a detached single-family dwelling when strict application of this Ordinance to the applicant and the applicant's property would cause undue hardship. The term "undue hardship" as used in this subsection means:
 - a. The need for a variance is due to the unique circumstances of the property and not to the general conditions of the neighborhood;
 - b. The granting of a variance will not alter the essential character of the locality;
 - c. The hardship is not the result of action taken by the applicant or a prior owner;

Article VI. Variances and Appeals

- d. The granting of the variance will not substantially reduce or impair the use of abutting property; and
- e. The granting of a variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.

Under this subsection, the ZBA may only grant a variance from a setback requirement for a single family dwelling that is the primary year-round residence of the applicant. A variance under this subsection may not exceed 20 percent of a set-back requirement and may not be granted if the variance would cause the area of the dwelling to exceed the maximum permissible lot coverage, provided, however, a variance under this subsection may exceed 20 percent of set-back requirement, except for maximum setbacks from a wetland or water body required within the Residential Shoreland District and the Resource Protection District pursuant to Section 9-1. Residential Shoreland District and the Resource Protection District Performance Standards (subsection G. Principal and Accessory Structures), if the applicant has obtained the written consent of an affected abutting landowner.

- 3. **Disability Variance:** Notwithstanding subsection B.1.c.ii. above, the ZBA may grant a variance to an owner of a residential dwelling for the purpose of making that dwelling accessible to a person with a disability who resides in or regularly uses the dwelling. The ZBA shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by the person with the disability. The ZBA may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in the dwelling. For purposes of this subsection, a disability has the same meaning as a physical or mental handicap under Title 5, Section 4553, and the term "structures necessary for access to or egress from the dwelling" shall include railing, ramps, wall or roof systems necessary for the safety or effectiveness of the structure.
- 4. **Conditions for Variances:** In hearing variances under this, the ZBA shall determine whether the appellant's proposal will satisfy the following criteria, and in granting any variance it may impose such conditions as it deems necessary to assure compliance with the applicable requirements set forth in subsections 1, 2 and 3., above, and with the following criteria:
 - a. The proposal must include any special screening, fencing, or other buffer necessary to set off the subject property from abutting uses or to assure the continued enjoyment of abutting uses;
 - b. The proposal must adequately provide for drainage through and for preservation of existing topography within its location, particularly in minimizing any cut, fill, or paving intended;
 - c. The proposal must not create or increase any fire hazard or any hazards to safe, convenient pedestrian or vehicular flow;
 - d. The proposal must prevent or avoid the creation of any nuisance affecting adjacent properties;
 - e. The proposal must include provision for adequate, lawful sewage disposal and healthful domestic water supplies;
 - f. The proposal should not have a significantly adverse effect on adjacent or nearby property values;
 - g. The appellant must be found to have adequate financial and technical capacity to satisfy the foregoing criteria and to develop and thereafter maintain the proposed project or use in accordance with all applicable requirements.
- 5. **Mandatory Shoreland Zoning Requirement:** This requirement is applicable to areas subject to the Mandatory Shoreland Zoning Act (Residential Shoreland District and Resource Protection District). A copy of each variance request, including the application and all supporting information supplied by the applicant, shall be forwarded by the CEO to the Commissioner of the Department of Environmental Protection at least 20 days prior to action by the ZBA. Any comments received from the Commissioner prior to action taken by the ZBA shall be made a part of the record and shall be taken into consideration by the ZBA.

Article VI. Variances and Appeals

- 1 **6. Recording of Variances at Registry of Deeds:** If a variance is granted under this section, a
2 certificate indicating the name of the current property owner, identifying the property by
3 reference to the last recorded deed in its chain of title and indicating the fact that a variance
4 including any conditions on the variance, has been granted and the date of the granting, shall be
5 prepared in recordable form. The certificate must be recorded in the Cumberland County Registry
6 of Deeds within 90 days of the final approval of the variance or the variance is void. The variance
7 is not valid until recorded as provided in this provision. For purposes of this subsection, the date
8 of the final written approval shall be the date stated on the written approval. It is the applicant's
9 responsibility to obtain a Variance Certificate from the CEO, and to record this Certificate at the
10 Cumberland County Registry of Deeds.
- 11 **7. Expiration of Variances:** Notwithstanding the recording of a certificate of variance, the
12 applicant's legal rights set forth in a variance shall expire if the construction, alteration or action
13 contemplated by the variance, if any is not substantially completed within one year from the date
14 on which the ZBA voted to grant the variance(s). [Amended 6/18/11]
15

ARTICLE VII. ZONING DISTRICT REGULATIONS

SECTION 7-1. ESTABLISHMENT OF DISTRICTS

A. Land Use Districts: To implement the provisions of this Ordinance, the town is hereby divided into the following zoning districts:

- Village Center District
- Village Residential District
- Farm and Forest District
- Residential Shoreland District
- Resource Protection District

B. Overlay Districts: To further implement the provisions of this Ordinance, the town is hereby divided into overlay districts. The provisions of overlay districts will be in addition to those of the above underlying districts. Whenever the requirements of the Overlay Districts differ from the requirements of the underlying district, the most restrictive, or those imposing the higher standards, shall govern. The overlay districts are as follows:

- Groundwater Protection Overlay District
- Royal River Corridor Overlay District

SECTION 7-2. ZONING MAP AND LOCATIONS OF DISTRICTS

The zoning districts are defined as shown on the official map entitled “Town of North Yarmouth Zoning Map”, as may be amended from time to time. The Town of North Yarmouth Zoning Map (Zoning Map) shall be certified by the attested signature of the Town Clerk and shall be kept on file by the Town Clerk. The Town of North Yarmouth Zoning Map is hereby made part of this Ordinance.

A. Location of District Boundaries: The boundaries of the zoning districts are as shown on the Zoning Map. Where the Zoning Map shows zoning district boundary lines as following railroads, utility lines or public or private roads or ways, the centerlines of such roads or ways shall be the boundary lines. Where district boundary lines are shown approximately on the location of existing property lines or lot lines and the exact location of the boundaries of the district is not indicated by means of figures, distances or otherwise described, the property or lot lines shall be the district boundary lines. Where district boundary lines are shown upon the Zoning Map outside of road lines and approximately parallel thereto, they shall be considered to be parallel to such roads. Figures on the Zoning Map between district boundary lines and the nearest road lines indicate the measurement between the same at right angles to the road lines unless otherwise specified. The boundaries of the Groundwater Protection Overlay District that do not follow town lines, utility lines, or railroads are the boundaries of the surface water watersheds to the existing and future wellheads of public water supplies, as shown on the Zoning Map. In cases in which the location of boundaries is not defined by detailed description at the time of enactment, such locations shall be determined by the distances in feet, when given upon the Map. When distances are not given upon the Map, such locations shall be determined by the scale of the map. Where uncertainty exists as to the location of any zoning district boundary, the property owner so affected may request, in writing, that the Code Enforcement Officer (CEO) make a formal, written determination. If the property owner does not agree with the CEO’s determination, the property owner may appeal this decision to the Zoning Board of Appeals as an administrative appeal in accordance with Article VI. Variances and Appeals.

B. Location of Resource Protection District, Residential Shoreland District, Royal River Corridor Overlay District, Groundwater Protection Overlay District and the FEMA 100-year Floodplain Boundaries: Where uncertainty exists as to the exact location of a Resource Protection District, a

Article VII. Zoning District Regulations

1 Residential Shoreland District, a Royal River Corridor Overlay District, a Groundwater Protection
2 Overlay District, or the boundary of the FEMA 100-year floodplain (most recent mapping), the following
3 procedures shall be used to reach an official determination of the location:

- 4 1. Upon written request by a property owner, town board or a town staff person, the CEO shall
5 determine, in writing, the location of the district boundaries based on the Zoning Map, this
6 Ordinance, consultations with the Conservation Commission, Yarmouth Water District or other
7 experts, documents cited in this Ordinance and similar materials and on-site field verification, as
8 applicable. If a requesting property owner believes that an initial determination by the CEO is in
9 error or if reasonable doubt exists regarding the existence, classification or location of the district,
10 the property owner may submit information on soils, vegetation or other pertinent information,
11 and request a meeting with the CEO to reconsider the determination. If the property owner does
12 not concur with the reconsidered determination, the CEO shall refer the issue to the Planning
13 Board for its review and determination, to be made with the advice of the Conservation
14 Commission, Yarmouth Water District, or other experts, as appropriate.
- 15 2. If an applicant disputes the determination of the boundaries or the Resource Protection District,
16 the Residential Shoreland District, the Royal River Corridor Overlay District, the Groundwater
17 Protection Overlay District and/or the FEMA 100-year floodplain, or if the CEO concludes that
18 the location of the boundary is in doubt, the applicant shall submit the following information, as
19 applicable, to the Planning Board, unless otherwise waived by the Planning Board:
 - 20 a. A site plan map showing the proposed use, structure or activity including a map at a scale of
21 one inch equals fifty feet (1"=50'), including the boundaries of the Resource Protection
22 District, the Residential Shoreland District, the Royal River Corridor Overlay District, the
23 Ground Water Protection Overlay District and/or the 100-year floodplain scaled from the
24 Zoning Map;
 - 25 b. A topographic map showing the location and slopes for all grades within the site, by not
26 greater than 2-foot contours;
 - 27 c. For wetlands, a high intensity soils map showing the wetland upland edge for the site as
28 defined by wetland soils, and a description of the vegetative cover of the site, including
29 dominant species and the location of the wetland upper edge for the site based on vegetation.
 - 30 d. For 100-year floodplain areas, written certification as to the location of the 100-year
31 floodplain boundary to include a map of the 100-year floodplain boundary overlaid onto a
32 USGS Quadrangle Map or other topographic map by a professional land surveyor, registered
33 professional engineer or architect. The determination shall be based on engineering practices
34 recognized by the Federal Emergency Management Agency (FEMA) and the provisions of
35 the town's Floodplain Management Ordinance, including the most recent FEMA maps for the
36 town. All proposals include base flood elevations, flood boundaries, and, in a riverine 100-
37 year floodplain, floodway data. These determinations shall be based on engineering practices
38 recognized by the Federal Emergency Management Agency.
 - 39 e. A statement, supported by necessary documentation, explaining why the site is not within a
40 Resource Protection District, Residential Shoreland District, Royal River Corridor Overlay
41 District, Groundwater Protection Overlay District or FEMA 100-year floodplain as defined
42 herein; and
 - 43 f. Additional information deemed necessary by the Planning Board.
- 44 3. In determining the existence and boundaries of particular wetland areas, district boundaries and
45 buffer areas, the CEO or the Planning Board may request the Conservation Commission,
46 Yarmouth Water District, or other expert to inspect the site and submit recommendations in
47 writing.
- 48 4. In evaluating wetland, 100-year floodplain, shoreland or groundwater overlay boundaries, the
49 CEO, Planning Board or Conservation Commission may consult with expert persons or agencies.

Article VII. Zoning District Regulations

- 1 5. In all cases, the burden of proof shall be on the applicant to show that the site in question is not
2 within a Resource Protection District, Residential Shoreland District, Royal River Corridor
3 Overlay District, Groundwater Protection Overlay District or FEMA 100-year floodplain.
4

5 **C. Lots in Two or More Districts:** Where a district boundary line as established in this Ordinance and as
6 shown on the Zoning Map divides a lot which existed at the time of enactment of this Ordinance, the use
7 and other requirements applying to the less restricted portion of such lot under this Ordinance may be
8 extended not more than 50 feet beyond the district boundary line into the lot in the more restricted district.
9 If any portion of the lot is located within the Groundwater Protection Overlay District, the Royal River
10 Corridor Overlay District, the Residential Shoreland District, the Resource Protection District and/or the
11 FEMA 100-year floodplain each portion of the lot shall be governed by the zoning district regulations in
12 which it is located.
13

14 **SECTION 7-3. DISTRICT PURPOSES [Amended 5/17/08]** 15

16 **A. Village Center District:** The Village Center District is the civic and cultural core of the community,
17 consisting of village scale, mixed uses and residential neighborhoods. The density and intensity of uses
18 should reflect the ability of the soils to provide for waste disposal, based on available technology, until
19 centralized sewer becomes available. This district is to be attractive, well maintained and highly desirable
20 for residential living and the development of compatible nonresidential uses that provide convenient
21 access to goods and services. This district should be pedestrian friendly, with public space for community
22 interaction. Natural vegetation, supplemented with plantings, should provide privacy, improve aesthetics,
23 minimize noise, and otherwise enhance the environment. Design and performance standards include
24 provisions to buffer residential uses from any potential undesirable affects of nonresidential uses.
25 Dimensional standards should be flexible to allow for creative development designs consistent with the
26 existing village character. New village uses should be sensitive to the existing historic character,
27 topography and natural resources of the area. Open space and passive recreational areas should be within
28 walking distance of all areas of the district. New development is most desirable with frontage on roads off
29 the main thoroughfares, so that curb cuts are kept to a minimum along Routes 9, 115 and 231. One of the
30 primary purposes of the Village Center District is to encourage build-out in this district prior to more
31 intensive development of the Village Residential District.
32

33 **B. Village Residential District:** Village Residential Districts allow for future expansion of the historic
34 pattern and character of the Village Center District, to include medium density residential neighborhoods
35 and small scale, low intensity nonresidential uses, such as corner grocery and convenience stores. The
36 density and intensity of uses should reflect the ability of the soils to provide for waste disposal, based on
37 available technology, until centralized sewer becomes available. The Village Residential District should
38 be similar to the Village Center District, but should reflect a desire to have less commercial and industrial
39 development. Dimensional standards should be designed to encourage the development of backland
40 served by internal roads or streets, and discourage individual curb cuts off state highways.
41

42 **C. Reserved (Transitional Residential District):** *Explanatory Note – As of the adoption of this*
43 *Ordinance on June 14, 2005, Transitional Residential Districts are not a part of this Ordinance. The*
44 *Comprehensive Plan recommends that Transitional Residential Districts be established in areas adjacent*
45 *to Yarmouth along Sligo Road and North Road after the town of Yarmouth zones adjacent areas for*
46 *growth or after sewer becomes readily available to these areas. These districts are designed to allow for*
47 *orderly expansion of development from the town of Yarmouth into North Yarmouth.*
48

49 **D. Farm And Forest District:** The Farm and Forest District is designed to preserve rural character with
50 low-density development and minimal impact on public roads and services, thereby conserving open
51 space, forest and farmland, water resources, wildlife habitat and high priority open spaces, such as the

Article VII. Zoning District Regulations

Royal River corridor, Pratt's Brook corridor, and the Deer Brook – Knight's Pond area. This District allows low-density residential uses and provides areas for resource-based land uses, such as forestry, agriculture and low-intensity outdoor recreation. Conservation and/or cluster subdivisions that preserve at least 50 percent of the land in open space are required. Home occupations and other compatible, low-intensity nonresidential uses are permitted, but must be designed to be consistent with the purposes of this district. Land uses that generate considerable traffic or require access to public services or facilities are restricted. Access management and preservation of rural scenic character is maintained through site distance requirements, curb cut limitations, screening and preservation of natural buffers along state and town roads. The rate of new residential construction shall be limited in these areas.

E. Residential Shoreland District: The Residential Shoreland District includes those shoreland areas suitable for residential and recreational development. As a shoreland district, this district must also further the maintenance of safe and healthful conditions; prevent and control water pollution; protect fish spawning grounds, aquatic life, bird and other wildlife habitat; protect buildings and lands from flooding and accelerated erosion; protect archaeological and historic resources; protect wetlands; control building sites, placement of structures and land uses; conserve shore cover, and visual as well as actual points of access to bodies of water; conserve natural beauty and open space; and anticipate and respond to the impacts of development in shoreland areas. This district is established in accordance with the provisions of 38 M.R.S.A. Section 435 et seq. (Maine Mandatory Shoreland Zoning Act). This district includes areas within 250 feet, horizontal distance, of the upland edge of the Deer Brook wetland and Knight's Pond that are not included in the Resource Protection District as displayed on the Zoning Map.

F. Natural Resource Protection District: The Natural Resource Protection District provides the highest level of protection in areas where development would adversely affect water quality, productive habitat, biological ecosystems, or scenic and natural values when associated with wetlands and shorelands. As a shoreland district, this district shall further the maintenance of safe and healthful conditions; prevent and control water pollution; protect fish spawning grounds, aquatic life, bird and other wildlife habitat; protect buildings and lands from flooding and accelerated erosion; protect archaeological and historic resources; protect wetlands; control building sites, placement of structures and land uses; conserve shore cover, and visual as well as actual points of access to bodies of water; conserve natural beauty and open space; and anticipate and respond to the impacts of development in shoreland areas. This district is established in accordance with the provisions of 38 M.R.S.A. Section 435 et seq. (Maine Mandatory Shoreland Zoning Act). The Natural Resource Protection District shall include:

1. Areas within 250 feet, horizontal distance, of the normal high-water line of the Royal River, Chandler Brook and the East Branch;
2. Areas within 150 feet, horizontal distance, of the normal high-water line of Deer Brook, Toddy Brook, Pratt's Brook and an unnamed tributary to Chandler Brook;
3. Areas within 150 feet, horizontal distance, of the upland edge of Knight's Pond and the Deer Brook wetland.

G. Royal River Corridor Overlay District: The Royal River Corridor Overlay District includes land areas within 500 feet on either side of the Royal River, Chandler Brook and the East Branch. The Royal River Corridor Overlay District is designed to provide additional standards to preserve the Royal River corridor, the Chandler Brook corridor and the East Branch corridor as greenways in open space uses. The purpose of the Royal River Corridor Overlay District is to preserve open space and conserve natural beauty; protect wildlife habitat and corridors; protect water quality; protect archaeological and historic resources; provide passive recreational corridors; control building sites and placement of structures and land uses; and anticipate and respond to the impacts of development in the river and stream corridors.

H. Groundwater Protection Overlay District: The Groundwater Protection Overlay District is designed to maintain and preserve critical groundwater resources associated with existing and future public and

Article VII. Zoning District Regulations

1 private water supplies, including wellhead protection areas for Yarmouth Water District wells. The
2 protection of groundwater is critical to promoting the health, safety and general welfare of the residents of
3 North Yarmouth and other users of the public water supplies.
4

5 SECTION 7-4. DISTRICT LAND USE TABLE

6
7 **A. General:** All land use activities shall conform to the use, development, and performance and design
8 standards of the district(s) in which such use is located. The following Table 7-1. Land Uses by District
9 identifies which uses of land, buildings, or structures are permitted by right, permitted subject to review,
10 and/or permitted subject to the issuance of a conditional use permit in the various districts. Throughout
11 this Ordinance reference is made to Table 7-1. in which allowed uses, permitted uses, conditional uses
12 and prohibited uses are organized by categories of use such as "residential uses" or "institutional uses."
13 These headings or categories shall carry no legal meaning, but rather serve only for organizational
14 purposes.
15

16 **B. Overlay Districts:** In order to be permitted in an overlay district (Groundwater Protection Overlay
17 District, Royal River Corridor Overlay District), a use must be listed and approved, as applicable, as an
18 allowed (A), permitted (P, SPR), and/or conditional use (CU/SPR) in both the overlay district and the
19 underlying district. If the use is prohibited (N) in either the overlay district or the underlying district it is a
20 prohibited use. Where there is a discrepancy between the requirements of the overlay district and the
21 underlying district, the more restrictive requirement or provision applies.
22

23 **C. Accessory Uses and Structures:** Any accessory structure or use shall require a permit from the same
24 permitting authority as would be required for the principal use or structure in accordance with Table 7-1
25 except as follows:
26

27 The Code Enforcement Officer may permit an accessory structure of up to 600 square feet in size in either
28 the Royal River Corridor Overlay District or the Ground Water Protection Overlay District using the
29 same criteria and standards as if the review were conducted by the Planning Board. [Amended 6/28/11]
30

31 For example, a swimming pool (an accessory use) associated with a single-family residence (the principal
32 use) would require a permit from the CEO in the Village Center District.
33

34 No permit is required if a shed is less than 200 sq. ft. in total area and has a height less than 15 feet.
35 [Amended 6/15/13]
36

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY DISTRICT KEY

A =	<u>Allowed Uses (A):</u> Allowed Uses do not generally require review by the Code Enforcement Officer or a town board. However, some activities associated with allowed uses require permits, such as new driveways, signs, subsurface waste disposal systems, etc. (See Table 7-1). Allowed uses must also conform, as applicable, to the provisions of this Ordinance, including Article III. Administration and Enforcement, Article VII. General Requirements Applicable to All Land Uses, and Article IX. Special District Standards (Groundwater Protection Overlay District, Residential Shoreland District and Resource Protection District Provisions)
P =	<u>Permitted Uses Requiring a Permit from the Code Enforcement Officer:</u> Uses displayed in Table 7-1. as being Permitted Uses (P) shall require approval from the Code Enforcement Officer in accordance with the provisions of this Ordinance, including, but not limited to, Article VIII. General Requirements Applicable to All Land Uses, and Article IX. Special District Standards (Groundwater Protection Overlay District, Residential Shoreland District, Resource Protection District Provisions, Royal River Corridor Overlay District)
SPR =	<u>Site Plan Review Permit Required from the Planning Board:</u> Uses displayed in Table 7-1. as requiring Site Plan Review (SPR) shall require approval from the Planning Board in accordance with the provisions Article IV. Site Plan Review and Conditional Uses and the other applicable provision of this Ordinance.
CU/SPR =	<u>Conditional Use Permit and Site Plan Review Permit Required from the Planning Board:</u> Uses displayed in Table 7-1. as Conditional Uses (CU/SPR) shall require approval from the Planning Board in accordance with the provisions of Article IV. Site Plan Review and Conditional Uses and the other applicable provision of this Ordinance.
N =	<u>Prohibited Use</u>

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT [Amended 5/17/08¹]

**A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)
CU = Conditional Use (Planning Board Review); N = Prohibited Use**

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Residential Uses							
Single-family detached dwelling ²	P	P	P	N ³	P	SPR	P
Duplex	P	P	P	N	P	N	P
Manufactured housing - individual lot ⁴	P	P	P	N	P	SPR	P
Conversions - seasonal to year-round residences	P	P	P	N	P	SPR	P
Mobile Home Park	CU/SPR	SPR	N	N	N	N	N
Multiplex	SPR	SPR	N	N	N	N	SPR
Residential units above ground floor mixed use	SPR	SPR	N	N	N	N	SPR
Accessory Apartment ⁵ [Amended 5/17/08]	P	P	P	N	N	N	P
Accessory use – Home Occupation ⁶	P	P	P	N	SPR	SPR	SPR
Home heating fuel tanks & fuel storage (greater than 660 gallons of liquid fuel ⁷ per parcel of land)	SPR	SPR	SPR	N	N	N	N
Accessory use – Home Based Occupation ⁸ [Amended 5/30/09]	P	P	P	N	N	SPR	SPR
Commercial and Industrial Uses							
Beauty salons	SPR	CU/SPR	N	N	N	N	CU/SPR
Bed and breakfast	SPR	SPR	SPR**	N	N	N	SPR
Boat builders and refinishers	SPR	N	N	N	N	N	N
Business/professional office less than 2,000 sq.ft. gross floor area	SPR	SPR	CU/SPR**	N	N	N	SPR
Business/professional office, 2,000 to 10,000 sq.ft. gross floor area	SPR	N	N	N	N	N	SPR
Retail sales/services, less than 2,000 sq.ft. gross floor area	SPR	SPR	N	N	N	N	SPR
Retail sales/services, 2,000 to 10,000 sq.ft. gross floor area	SPR	N	N	N	N	N	CU/SPR

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

**Can only be conversions of buildings in existence as of June 14, 2005.

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

¹ Tables were also reformatted to include blank lines for future amendments.

² Includes “community living arrangements” for 8 or fewer persons with disabilities as defined in 30-A M.R.S.A. Section 4357-A

³ Single-family residential structures may be allowed by special exception only according to the provisions of Section 7-5. Special Exceptions. Two-family residential structures are prohibited.

⁴ Shall meet the requirements of Section 11-5. Manufactured Housing On Individual Lots

⁵ Shall meet the requirements of Section 11-1. Accessory Apartments

⁶ Shall meet the requirements of Section 11-4. Home Occupations

⁷ Propane tanks, or other tanks with liquefied gaseous fuels are allowed. Home heating fuel tanks and fuel storage of 660 gallons or less is allowed with all residential uses.

⁸ Signs, exterior displays and any other indications of a home based occupation in a residential zone require conditional use approval from the Planning Board [Amended 5/30/09]

Article VII. Zoning District Regulations

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Commercial and Industrial Uses (continued)							
Retail sales/services with 10,000 sq.ft. gross floor area, or more	N	N	N	N	N	N	N
Restaurants with less than 2,000 sq.ft. gross floor area	SPR	SPR	CU/SPR **	N	N	N	SPR
Restaurants with 2,000 sq.ft. gross floor area, or more	SPR	SPR	CU/SPR**	N	N	N	CU/SPR
Takeout eating place	SPR	SPR	N	N	N	N	SPR
Drive-through eating place	N	N	N	N	N	N	N
Redemption center less than 2,000 sq. ft. gross floor area	SPR	N	N	N	N	N	N
Commercial food processors, other than those where food is raised on the premises (see Natural Resource Based Uses)	SPR	SPR	SPR	N	N	N	N
Financial institution	SPR	N	N	N	N	N	SPR
Financial institution with drive through	CU/SPR	N	N	N	N	N	CU/SPR
Laundromat	SPR	N	N	N	N	N	SPR ¹
Dry cleaners drop-off, no dry cleaning - processing	SPR	SPR	N	N	N	N	SPR
Dry cleaners - processing	N	N	N	N	N	N	N
Printers and photo processors	SPR	CU/SPR	N	N	N	N	CU/SPR
Motor vehicle services/repairs and body shops/sales [limited to small operations; 10 or fewer vehicles on site at a time]	SPR	CU/SPR	CU/SPR	N	N	N	N
Gas and/or service stations, sale of gas accessory to retail	SPR	CU/SPR	N	N	N	N	N
Petroleum/petroleum product storage for retail/wholesale sales, including fuel oil distributors	N	N	N	N	N	N	N
Petroleum/petroleum product use/storage for business use; more than 660 gallons of liquid fuel per parcel	SPR	SPR	SPR	N	N	N	N
Petroleum/petroleum product use/storage for business use; 660 gallons or less of liquid fuel ² per parcel	P	P	P	N	N	N	CU/SPR
Auto washing facilities	SPR	N	N	N	N	N	SPR ³

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies.

All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

**Can only be conversions of buildings in existence as of June 14, 2005.

¹ Allowed only if located on sewer.

² Propane tanks, or other tanks with liquefied gaseous fuels are allowed.

³ Allowed only if located on sewer.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Commercial and Industrial Uses (continued)							
Auto chemical suppliers – wholesalers	N	N	N	N	N	N	N
Repair services not involving a motor vehicle	SPR	SPR	SPR	N	N	N	SPR
Small engine repair	SPR	CU/SPR	CU/SPR	N	N	N	N
Machine shops	CU/SPR	CU/SPR	CU/SPR	N	N	N	N
Commercial painting, wood preserving, and furniture stripping business	SPR	SPR	CU/SPR	N	N	N	N
Veterinary clinic/grooming	SPR	SPR	SPR	N	N	N	SPR
Kennels	CU/SPR	CU/SPR	SPR	N	N	N	SPR
Animal cemetery	N	SPR	SPR	N	N	N	N
Wholesale business, less than 5,000 sq.ft. gross floor area	SPR	SPR	SPR	N	N	N	SPR
Wholesale business, 5,000 to 20,000 sq.ft. gross floor area	SPR	N	CU/SPR	N	N	N	N
Research and development facility, less than 5,000 sq.ft. gross floor area	SPR	SPR	SPR	N	N	N	CU/SPR
Research and development facility, 5,000 to 20,000 sq.ft. gross floor area	SPR	N	CU/SPR	N	N	N	N
Bulk storage of leachable material, including, but not limited to concrete, asphalt, tar, coal and salt	SPR	SPR	SPR	N	N	N	N
Concrete, asphalt, tar and coal companies - production	N	N	N	N	N	N	N
Electronic circuit assembly	CU/SPR	N	N	N	N	N	N
Chemical and bacteriological laboratories	N	N	N	N	N	N	N
Chemical reclamation and/or bulk storage	N	N	N	N	N	N	N
Metal plating, finishing, or polishing	N	N	N	N	N	N	N
Use, storage or manufacture of hazardous material	N	N	N	N	N	N	N
Hazardous or special waste disposal	N	N	N	N	N	N	N
Heat treaters, smelters, annealers, descalers	N	N	N	N	N	N	N
Rust proofers	N	N	N	N	N	N	N

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies.

All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

**Can only be conversions of buildings in existence as of June 14, 2005.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Commercial and Industrial Uses (continued)							
Discharge of commercial or industrial wastewater or wash water to an on site septic disposal system	N	N	N	N	N	N	N
Light manufacturing, less than 5,000 sq.ft. gross floor area	SPR	SPR	SPR	N	N	N	CU/SPR
Light manufacturing, 5,000 sq.ft. to 20,000 sq.ft. gross floor area	SPR	N	CU/SPR	N	N	N	N
Warehousing & storage, less than 5,000 sq.ft. gross floor area	SPR	SPR	SPR	N	N	N	SPR***
Warehousing & storage, 5,000 to 20,000 sq.ft. gross floor area	SPR	N	CU/SPR	N	N	N	N
Trucking & distribution facility, less than 5,000 sq.ft. gross floor area	SPR	SPR	SPR	N	N	N	N
Trucking & distribution facility, 5,000 to 20,000 sq.ft. gross floor area	SPR	N	CU/SPR	N	N	N	N
Wholesale business, research & development, light manufacturing, warehousing & storage, or trucking & distribution facility, 20,000 sq.ft. gross floor area or more	N	N	N	N	N	N	N
Excavating contractors and general contractors	SPR	SPR	SPR	N	N	N	SPR
Funeral homes	CU/SPR	CU/SPR	N	N	N	N	SPR
Commercial/industrial solid waste disposal, transfer station and/or recycling facility	N	N	N	N	N	N	N
Junkyard/auto graveyard/auto recycling	N	N	N	N	N	N	N

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies.

All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

**Can only be conversions of buildings in existence as of June 14, 2005.

***Except that the Planning Board may substitute "sq. ft. of Building Footprint" for "sq. ft. gross floor area", as long as the applicant shows that the additional square footage will not impact the site as far as standards of review such as parking, # of employees, and impervious surface restrictions, and any other requirements of review. [Amended 5/13/06]

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection ¹	Residential Shoreland ¹	Royal River Overlay*	Groundwater Overlay*
Utility Uses							
Essential services, excepting the following (a. and b.) ² [Amended 5/17/08]	P	P	P	SPR	SPR	P	CU/SPR
a. Roadside distribution lines (34.5kV and lower)	P	P	P	P	P	P	P
b. Non-roadside or cross-country distribution lines	P	P	P	SPR	SPR	SPR	P
Service drops, as defined, to allowed uses ³	A	A	A	P	A	P	A
Public utility buildings	SPR	SPR	SPR	SPR	SPR	SPR	SPR
Oil pipelines	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	N
Telecommunications towers	SPR	CU/SPR	SPR	N	SPR	N	SPR
Institutional Uses							
Public and private schools	SPR	SPR	CU/SPR	N	N	N	SPR
Day care and nursery schools	SPR	SPR	CU/SPR	N	N	N	SPR
Church including accessory residence	SPR	SPR	N	N	N	N	SPR
Cemetery	SPR	SPR	P	N	N	N	N
Library and museum	SPR	SPR	N	N	N	N	SPR
Fraternal and social institutions	SPR	CU/SPR	CU/SPR	N	N	N	CU/SPR
Municipal and other governmental buildings	SPR	SPR	SPR	N	N	N	SPR
New municipal transfer stations	SPR	SPR	SPR	N	N	N	N
Municipal recycling facility	SPR	SPR	N	N	N	N	SPR
Nursing home/congregate care	SPR	CU/SPR	N	N	N	N	SPR ⁴
Small non-residential facilities less than 5,000 sq.ft gross floor area for educational, scientific, or nature interpretation purposes	SPR	SPR	SPR	N	SPR	N	SPR

Notes:

*Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ See restrictions Section 9-1. Residential Shoreland District and Resource Protection District Standards.

² Utilities (gas, water, power lines etc.) excluding service drops and buildings, as defined in Article XII. Definitions.

³ Electric and/or telephone utility line extensions, see restrictions in Section 9-1. Residential Shoreland District and Resource Protection District Standards.

⁴ Must be served by sewer or advanced wastewater treatment systems for on-site sewage disposal.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Recreational Uses							
Campground	N	N	SPR	N	SPR	CU/SPR	N
Individual campsite	P	P	P	P	P	P	P
Golf course including club house	SPR	SPR	SPR	CU/SPR ¹	SPR	N	N
Fully enclosed places of recreation	SPR	CU/SPR	N	N	N	N	SPR
Piers/Docks/Wharfs/Bridges – Permanent	P	P	P	SPR ²	SPR ²	SPR	SPR
Piers/Docks/Wharfs/Bridges – Temporary	P	P	P	P ²	P ²	P	P
Marinas/Sheds/Boating facilities	-	-	-	N	SPR	N	N
Non-intensive recreational uses not requiring structures, roads or parking facilities, such as hunting, fishing, hiking	A	A	A	A	A	A	A
Government and non-profit parks and outdoor recreation	P	P	P	CU/SPR	SPR	SPR	SPR
Public and private recreational areas involving no structural development; recreational trails	A	A	A	SPR	SPR	SPR	A
Natural Resource Based Uses							
Aquaculture	A	A	A	SPR	SPR	SPR	N
Agriculture ³	A	A	A	SPR	A	A	SPR
Commercial processing of vegetables/crops raised on premises	P	P	P	N	SPR	N	SPR
Commercial processing of poultry and/or livestock raised on the premises (meat packer, slaughterhouse)	SPR	SPR	SPR	N	N	N	N
Storage, handling, processing, disposal and/or utilization of sludge/ash	N	N	N	N	N	N	N
Forest management activities, except timber harvesting	A	A	A	A	A	A	A

Notes:

*Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ Clubhouse prohibited in Resource Protection District.

² Excluding bridges and other crossings not involving earth work, in which case no permit is required.[Adopted 5/17/08]

³ Agriculture: The production, boarding, keeping or maintenance for sale or lease of plants and/or animals, including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock; fruits and vegetables; Christmas trees; and ornamental and green house products. Agriculture does not include forest management and timber harvesting activities. Agricultural activities for personal use only, do not require a Permit from the Planning Board.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Natural Resource Based Uses (continued)							
Timber harvesting	A	A	A	**	**	A	SPR ¹
Mineral exploration	N	N	P ²	N	P ³	A	N
Mineral extraction (including sand & gravel) 100 cubic yards to 999 cubic yards within any 12 month period	A	A	A	N	CU/SPR	N	CU/SPR
Commercial mineral extraction (including sand & gravel) 1,000 cubic yards or more within any 12 month period	N	N	SPR	N	N	N	N
Lumber yards including milling, distribution of wood products, wholesale/retail sales of building materials	SPR	SPR	CU/SPR	N	N	N	SPR
Commercial processing of wood including cutting, sawing, splitting, and chipping	SPR	SPR	SPR	N	N	N	SPR
Landscaping business, nursery, garden center	SPR	SPR	SPR	N	N	N	N
Soil and water conservation practices	A	A	A	A	A	A	A
Surveying and resource analysis	A	A	A	A	A	A	A
Wildlife management practices	A	A	A	A	A	A	A

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

** The Maine Forest Service will be responsible for enforcement of the rules for timber harvesting and related activities in shoreland areas beginning on January 1, 2013.

¹ Permit required when timber harvest consists of more than 5 acres (this includes transportation or utility corridors).

² Requires permit from the Code Enforcement Officer if more than 100 square feet of surface area in total, is disturbed (See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.

³ Requires permit from the Code Enforcement Officer if more than 100 square feet of surface area in total, is disturbed (See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Other Uses							
Abandoned wells	N	N	N	N	N	N	N ¹
Private airstrip	P	P	P	N	CU/SPR	N	CU/SPR ²
Commercial airport: fueling area or maintenance area	N	N	CU/SPR	N	N	N	N
Clearing or removal of vegetation for activities other than timber harvesting [Amended 5/17/08]	A	A	A	SPR	A	SPR	A
Demolition	P	P	P	P	P	P	P
Family Burial Ground [Amended 6/18/11]	P	P	P	P	P	P	P
Filling and earth moving of less than 10 cubic yards	A	A	A	P	A	A	A
Filling and earth moving of 10 cubic yards or more	A	A	A	SPR	P	P	P
Emergency operations and fire prevention activities	A	A	A	A	A	A	A
Land reclamation	P	P	P	SPR	P	SPR	SPR
Storage of chemicals, including herbicides, pesticides or fertilizers <u>other than</u> amounts normally associated with individual households or farms	SPR	SPR	SPR	N	N	N	N
Subsurface waste disposal and sewage systems	P	P	P	P	P	P	P
Advanced wastewater treatment systems	P	P	P	P	P	P	SPR
Storm water impoundments	SPR	SPR	SPR	N	N	N	SPR
Wastewater impoundments	N	N	N	N	N	N	N
Industrial waste disposal	N	N	N	N	N	N	N

Notes:

*Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ Must be filled with inert material; see Section 9-2. Groundwater Protection Overlay District: Best Management Standards.

² No more than 660 gallons of liquid fuel per parcel of land may be stored on-site.

Article VII. Zoning District Regulations

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Other Uses (continued)							
Parking associated with single family and two family dwellings, and non-commercial farmsteads	A	A	A	N ¹	SPR	SPR	A
Parking associated with uses other than single family and two family dwellings, and non-commercial farmsteads	SPR	SPR	SPR	N	SPR	SPR	SPR
Road, driveway construction	P	P	P	N ²	SPR	SPR	P
New or expanded driveway/entrance onto public road	P	P	P	N	SPR	SPR	P
Overnight storage or parking of vehicles and equipment containing over 50 gallons of fuel, excluding municipal storage and parking of vehicles	A	A	A	N	N	N	P
Covered sand and salt piles	P	P	P	N	N	N	SPR
Snow dumps	SPR	SPR	SPR	N	N	N	N
Railroad stations and railroad yards	CU/SPR	SPR	SPR	N	N	N	N
Underground fuel storage tanks, other than propane	P	P	P	N	N	N	N
Signs	P	P	P	P	P	SPR	P

Notes:
 *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards

² Except as provided in Article IX. Section 9-1.L. [Amended 5/17/08]

Article VII. Zoning District Regulations

SECTION 7-5. SPECIAL EXCEPTION FOR SINGLE FAMILY DWELLINGS AND ACCESSORY STRUCTURES IN THE RESOURCE PROTECTION DISTRICT [Amended 5/17/08]

A. New Single Family Residential Dwelling: The Planning Board may approve a building permit for a new single-family residential dwelling in a Resource Protection District provided that the applicant demonstrates that all of the following conditions are met:

1. There is no location on the property, other than a location within the Resource Protection District, where the structure can be built.
2. The lot on which the structure is proposed is undeveloped and was established and recorded in the Cumberland County Registry of Deeds before the adoption of the Resource Protection District.
3. All proposed buildings, sewage disposal systems and other improvements are:
 - a. Located on natural ground slopes of less than 20 percent; and
 - b. Located outside the floodway of the 100-year floodplain along rivers, as delineated on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps; all buildings, including basements, are elevated at least one foot above the 100-year floodplain elevation; and the development is otherwise in compliance with the town's Floodplain Management Ordinance.
4. The total ground-floor area, including cantilevered or similar overhanging extensions, of all principal and accessory structures is limited to a maximum of 1,500 square feet. This limitation shall not be altered by variance.
5. All structures, except functionally water-dependent structures, are set back from the normal high-water line of the Royal River, Chandler Brook, the East Branch, or Toddy Brook, Deer Brook, Pratt's Brook or the unnamed tributary to Chandler Brook (as mapped), tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond to the greatest practical extent, but not less than 100 feet, horizontal distance. In determining the greatest practical extent, the Planning Board shall consider the depth of the lot, the slope of the land, the potential for soil erosion, the type and amount of vegetation to be removed, the proposed building site's elevation in regard to the 100-year floodplain, and its proximity to the Deer Brook wetland, Knight's Pond and other high-value wetlands.

B. Existing Single Family Residential Dwelling in the Resource Protection District Made Non-conforming with the Adoption of this Ordinance: This provision applies to a parcel of land with an existing single family residential dwelling that was legally in existence prior to the adoption of this Ordinance (June 14, 2005), but which was made non-conforming by the adoption of this Ordinance due to the rezoning of the parcel as a Resource Protection District. Under these conditions, the Planning Board may approve a building permit for the expansion of the existing single-family residential dwelling and/or for the addition of an accessory structure in the Resource Protection District provided that the applicant demonstrates that all of the following conditions are met:

1. The lot on which the expansion of the single family dwelling or accessory structure is proposed was established and recorded in the Cumberland County Registry of Deeds before the adoption of this Ordinance (June 14, 2005) and the establishment of the Resource Protection District in an area that was not zoned as a Resource Protection District prior to June 14, 2005.
2. All proposed buildings, sewage disposal systems and other improvements are:
 - a. Located on natural ground slopes of less than 20 percent; and
 - b. Located outside the floodway of the 100-year floodplain as delineated on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps; all buildings, including basements, are elevated at least one foot above the 100-year floodplain elevation; and the development is otherwise in compliance with the town's Floodplain Management Ordinance; and

Article VII. Zoning District Regulations

- c. Located outside a forested wetland larger than 2 acres that abuts the Royal River, Chandler Brook or the East Branch.
3. The total ground-floor area, including cantilevered or similar overhanging extensions, of all principal and accessory structures is limited to a maximum of 2,000 square feet. This limitation shall not be altered by variance.
4. All structures, except functionally water-dependent structures, are set back from the normal high-water line of the Royal River, Chandler Brook, the East Branch, or Toddy Brook, Deer Brook, Pratt's Brook or the unnamed tributary to Chandler Brook (as mapped), tributary streams, or upland edge of the Deer Brook wetland or Knight's Pond to the greatest practical extent, but not less than 100 feet, horizontal distance. In determining the greatest practical extent, the Planning Board shall consider the depth of the lot, the slope of the land, the potential for soil erosion, the type and amount of vegetation to be removed, the proposed building site's elevation in regard to the 100-year floodplain, and its proximity to the Deer Brook wetland, Knight's Pond and other high-value wetlands.
5. The accessory structure may include structures for personal use, such as a garage, barn, or swimming pool, but may not include an accessory apartment, home occupation, or any other use prohibited within a Resource Protection District by this Ordinance.

SECTION 7-6. SPACE AND DIMENSIONAL REQUIREMENTS [Amended 5/17/08]

A. Minimum Requirements: All lots and structures in all districts shall comply with the following Space and Dimensional Requirements. Other provisions of this Ordinance may impose additional requirements. It is a violation of this Ordinance to create a lot that does not meet the space and dimensional requirements of this section, unless allowed through another provisions of this Ordinance.

B. Calculation of Lot Size and Dimensions:

1. For the purpose of calculating dimensional requirements an acre shall be 43,560 square feet.
2. If more than one residential dwelling unit, principal governmental, institutional, commercial or industrial structure or use, or combination thereof, is constructed or established on a single parcel, all dimensional requirements shall be met for each additional dwelling unit or principal structure. For purposes of this section, an accessory apartment shall not be counted as a residential unit or principal structure [Amended 5/17/08]
3. If more than one principal structure is located on a lot, the lot size and location of each structure shall be such that a separate lot conforming to the provisions of this Ordinance could be created for each building. The creation of a separate lot shall be demonstrated by submitting a plan to the Code Enforcement Officer (CEO) showing how the land could be divided to create conforming lots.
4. Land beneath roads serving more than 2 lots shall not be included toward calculating minimum lot area. In addition, the following areas shall not be included toward calculating minimum lot area: (a) land below the normal high-water line of the Royal River, Chandler Brook and the East Branch; (b) land below the normal high-water line of those sections of Toddy Brook, Pratt's Brook, Deer Brook and the unnamed tributary to Chandler Brook that are zoned as Resource Protection Districts; and (c) land below the upland edge of the Deer Brook Wetland or Knight's Pond Wetland.
5. Wherever possible, side lot lines shall be perpendicular to the street.
6. If a lot on one side of a stream, brook or private road fails to meet the minimum requirements for lot size, it may be combined with a lot on the other side of the stream, brook or private road to meet the minimum lot size.
7. **Ratio of Lot Length to Lot Width:** No newly created lot shall have a ratio of length to width greater than four to one. Lot width shall be measured at the front lot line, except for lots with frontage on cul-de-sacs where lot width shall be measured at the building setback line. New flag

Article VII. Zoning District Regulations

- 1 lots and other odd shaped lots in which narrow strips are joined to other parcels in order to meet
2 minimum lot size requirements are prohibited.

Article VII. Zoning District Regulations

TABLE 7-2. SPACE AND DIMENSIONAL REQUIREMENTS

District	Minimum Lot Area (Acres)	Maximum Residential Density ¹ (Acres)	Maximum Lot Coverage (%) ²	Minimum Street Frontage ³ (Feet)	Minimum Structure Setback From Property Lines (Feet)			Maximum Structure Height (Feet) ⁴
					Front	Side	Rear	
Village Center	Residential – 1 acre ⁵ ; Other Uses - none	1 Residential unit per acre; Subdivisions – 1 residential unit per net residential acre	50%	Routes 9, 115 and 231 – 100 feet; Other streets – 50 feet	20'	10'	10'	2.5 stories, no higher than 35 feet
Village Residential	Residential – 1 acre ⁶ ; Other Uses - none	1 Residential unit per acre; Subdivisions – 1 residential unit per net residential acre	30%	Routes 9, 115 and 231 – 200 feet; Other streets – 100 feet	20'	10'	10'	2.5 stories, no higher than 35 feet
Farm and Forest	3 acres	1 Residential unit per 3 acres; Subdivisions ⁷ – 1 residential unit per 3 net residential acres	20%	200 feet	50'	20'	20'	2.5 stories, no higher than 35 feet
Residential Shoreland	3 acres	1 Residential unit per 3 acres; Subdivisions ⁸ – 1 residential unit per 3 net residential acres	20%	200 feet	50'	20'	20'	35'
Resource Protection	3 acres	1 Residential unit per 3 acres; Subdivisions ⁹ – 1 residential unit per 3 net residential acres	20%	200 feet	50'	20'	20'	35'
(Table continued on next page)								

1

¹ See Subsection C. for calculation of “net residential acreage”, which is only applicable to subdivisions.

² Lot Coverage is the percentage of total area of the lot that is covered by impervious areas or surfaces, such as buildings, structures, parking lots and other non-vegetated surfaces.

³ Includes street frontage on lots within subdivisions.

⁴ Not applicable to wireless communications towers, windmills, antennas, barn silos and structures having no floor area

⁵ Minimum Lot Area: The minimum lot area requirement may be reduced to 20,000 square feet under any of the following conditions:

- a. In clustered developments pursuant to Section 11-3. Cluster Housing Development and Open Space Development;
- b. When the lot is served by public sewer; or
- c. When the lot is served by an advanced wastewater treatment system where a hydrogeological assessment pursuant to Section 10-24 Water Quality, has demonstrated that water quality will not be degraded.

The minimum lot area requirement may be reduced to 10,000 square feet when both public water and public sewer serve the lot.

⁶ Maximum Residential Density shall be the same as the Minimum Lot Area if area is reduced in accordance with footnote 5 [Amended 6/15/13]

⁷ Open space or clustered subdivisions are mandatory and at least 50 percent of the total parcel must be preserved in open space pursuant to Section 11-3. Cluster Housing Development and Open Space Development.

⁸ Same as footnote 7

⁹ Same as footnote 7

Article VII. Zoning District Regulations

TABLE 7-2. SPACE AND DIMENSIONAL REQUIREMENTS (Continued from prior page)

District	Minimum Lot Area (Acres)	Maximum Residential Density ¹ (Acres)	Maximum Lot Coverage	Minimum Street Frontage	Minimum Structure Setback From Property Lines	Maximum Structure Height
Royal River Corridor Overlay	3 acres	Same as underlying district	Same as underlying district			
Groundwater Protection Overlay²	Single lots not part of a subdivision must meet the minimums for the underlying district; no reduction in lot size shall be permitted.	Maximum net residential density requirement may not be increased to more than: 1 residential unit per acre in the Village Center District or the Village Residential District; and 1 residential unit per 3 acres in the Farm and Forest District, Residential Shoreland District or Resource Protection District.	Same as underlying district			

Cross Reference Notes for other provisions with dimensional requirements:

Section 7-5. Special Exception for Single Family Dwellings and Accessory Structures in a Resource Protection District: Restrictions on building location and setbacks, etc.

Section 7-6. Space and Dimensional Requirements: Ratio of Lot Length to Lot Width [Amended 6/15/13]

Section 8-3. Back Lots and Street Access Requirements - Back lots must be served by a right-of-way of at least 50 feet in width. The 50-foot right-of-way serving a back lot shall not be counted for the purpose of meeting the minimum street frontage requirements for the adjacent lots that have frontage on a public street.

Section 8-4. Driveway/Road Entrance Permit Requirements – Minimum site distance and driveway/road entrance spacing requirements, etc. for access to a state highway or town road.

Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards – Minimum shore frontage requirements; minimum setbacks from rivers, streams, wetlands and tributary streams.

Section 9-3. Royal River Corridor Overlay District – Corridor consists of area 500 feet on both sides of the Royal River, Chandler Brook and the East Branch; single family dwellings (non-subdivision) must be set back at least 250 feet from the high water line; subdivision dwellings and structures must be located outside the Corridor unless granted a waiver pursuant to the provisions of this Section.

Section 10-3. Brook, Pond, Vernal Pool and Wetland Buffers – Requires buffers and structure setbacks along streams, brooks, ponds, vernal pools and wetlands

¹ See Subsection C. for calculation of “net residential acreage”, which is only applicable to subdivisions.

²Explanatory Note: Controlling residential density is most important issue. Therefore, single residential lot development must be kept at the 1 and 3-acre minimum lot sizes depending on the district. However, in subdivisions, individual lots can be as small as 20,000 sq.ft, but the overall (net) residential density must be maintained at 1 residential unit to 1 acre in the Village Residential District and the Village Center District, or 1 residential unit to 3 acres in the Farm and Forest District

Article VII. Zoning District Regulations

1 **Section 10-29. Subdivision Street Connectivity in the Village Center District and Village Residential District** - Provisions for the length,
2 spacing and connectivity of streets in subdivisions

3 **Section 10-30. Subdivision Street Length in the Farm and Forest District and Residential Shoreland District** - Provisions for the length of
4 dead-end streets in subdivisions.

5 **Section 11-2. Affordable Housing** – Encourages the use of clustered housing design pursuant to Section 11-3. Clustered Housing Development
6 and Open Space Development, and allows for the granting of a density bonus of up to 20 percent under certain conditions.

7 **Section 11-3. Clustered Housing Development and Open Space Development** – Clustered housing development and/or open space
8 development is mandatory in the Farm and Forest District, Residential Shoreland District and the Resource Protection District, and optional in the
9 Village Center District and Village Residential District. The provisions allow modification of minimum lot size, street frontage, maximum lot
10 coverage and setbacks to permit innovative approaches to development and environmental design in accordance with the standards. Subsection
11 C.7.b allows for a density bonus of up to 20 percent for the inclusion of public open space for recreation and protection of high value scenic areas.

12 **Section 11-6. Mobile Home Parks** – Provisions for minimum lot size, setbacks, frontages, etc. for mobile home parks

Article VII. Zoning District Regulations

1 **C. Calculation of Net Residential Density and Net Residential Acreage:** For the purposes of creating a
2 subdivision, net residential acreage shall be the area determined by the Planning Board to be suitable for
3 development.

- 4 1. The area shall be calculated by subtracting the following from the total acreage of the tract or
5 parcel:
- 6 a. Areas that are cut off from the main parcel by existing land uses, improvements,
7 topographical features or previous conveyances so that no means of access can be reasonably
8 provided, and the land is isolated and unavailable for development;
 - 9 b. Areas located below the normal high water mark of water bodies (ponds, rivers, streams or
10 brooks) abutting or located on the parcel;
 - 11 c. Areas located in the 100-year floodplain as designated on the most recently adopted Flood
12 Insurance Rate Map and the Flood Hazard Area Map of the National Flood Insurance
13 Program for the Town of North Yarmouth;
 - 14 d. Areas within 250 feet of the Royal River, Chandler Brook, and the East Branch;
 - 15 e. Areas classified as wetlands as defined by the Maine Natural Resources Protection Act, Title
16 38 M.R.S.A. Sections 480-B, Definitions, as amended.
 - 17 f. Areas which have been created by filling or draining a pond or wetland;
 - 18 g. Areas consisting of un-reclaimed gravel pits, unless the subdivision application includes a
19 reclamation plan;
 - 20 h. Areas having slopes greater than 20 percent;
 - 21 i. Areas having very poorly drained soils, and
 - 22 j. Areas subject to existing rights-of-ways or easements.
- 23 2. In addition, 15 percent of the total acreage of the site remaining after subtracting those areas
24 listed above shall be deducted as an allowance for streets, parking and rights-of-way, whether or
25 not the actual area devoted to streets is greater or less than 15 percent. However, the 15 percent
26 deduction shall not be subtracted when there are no streets planned as part of a subdivision.
- 27 3. For determination of poorly and very poorly drained soils, soil classifications shall be developed
28 based upon high intensity soils mapping conducted by a certified soil scientist, in accordance with
29 the standards established by the Maine Association of Professional Soil Scientists and the
30 National Cooperative Soils Survey unless waived by the Planning Board. In cases where the
31 requirement of a high intensity soils map is waived by the Planning Board, deductions for
32 unsuitable soils shall be determined in the following manner: land areas with a water table within
33 6 inches of the surface for 3 or more months a year shall be deducted. In making this
34 determination, the Planning Board shall consider medium-intensity soils maps, perform site visits,
35 consult experts and review other available information as provided by the applicant.
- 36 4. **Net Residential Density:** Net residential density shall mean the number of dwelling units per net
37 residential acre.

**Article VIII. General Requirements Applicable to All
Land Uses**

**ARTICLE VIII. GENERAL REQUIREMENTS: APPLICABLE TO ALL
LAND USES**

SECTION 8-1. PURPOSE AND APPLICABILITY

A. Purpose: The purpose of this Article is to encourage orderly growth and development, encourage development design that minimizes road access points to public roads and retains access to back land and protects the environment and adjacent properties.

B. Applicability: The provisions of this Article are applicable to all allowed and permitted land use activities, including those activities that require permits from the Code Enforcement Officer (CEO) as listed in Article III. Administration and Enforcement and Article VII. Zoning District Regulations, Table 7-1. Land Uses by District. This Article is not applicable to land use activities that require Site Plan Review or Subdivision Review pursuant to Article VII. Zoning District Regulations, Table 7-1. Land Uses by District.

SECTION 8-2. UTILIZATION OF THE SITE

The plan for the development must reflect the natural capabilities of the site to support the development. Buildings, lots and support facilities must be located in those portions of the site that have the most suitable conditions for development. Environmentally sensitive areas, including but not limited to, wetlands, steep slopes, 100-year floodplains, significant wildlife habitats and corridors, scenic areas, unique natural areas, and significant groundwater aquifers must be maintained and preserved to the maximum extent. Natural drainage areas must also be preserved to the maximum extent. The development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

SECTION 8-3. BACK LOTS AND STREET ACCESS REQUIREMENTS

A. Single-family dwellings, duplex dwellings and non-residential structures shall be permitted on back lots provided they are served by a private right-of-way no less than 50 feet wide, and subject to the following conditions:

1. Back lots must be served by a right-of-way of at least 50 feet in width. The street frontage on the 50-foot right-of-way serving a back lot shall not be included in calculating minimum street frontage for the adjacent lots fronting on a street.
2. All residential and non-residential lots, and other lots with buildings for human occupation shall have adequate access roads for emergency vehicles to enter, turn around, and exit.
3. Where a lot is in existence and is provided by a private right-of-way recorded at the Cumberland County Registry of Deeds prior to the adoption of this Ordinance (June 14, 2005), and expansion of the right-of-way is not possible, a right-of-way of 50 feet will not be required.
4. Back lots shall be prohibited in subdivisions after the adoption of this Ordinance (June 14, 2005).
5. **Private Roads Serving Three or More Residential Units and/or Non-residential Uses:** This subsection is applicable to situations that do not meet the definition of a subdivision. Any access road serving three or more lots shall be constructed within a right-of-way with a minimum width of 50 feet, and with a minimum traveled way width of 18 feet. Drainage culverts at the intersection of the access road and the public street shall be no less than 15 inch aluminized corrugated metal pipe or equivalent as determined by the Road Commissioner. The access road shall be built to maintain a minimum depth of 15 inches of bank-run gravel and have drainage ditches and culverts at all appropriate points.

Article VIII. General Requirements Applicable to All Land Uses

6. **In the Farm and Forest District, Residential Shoreland District and Resource Protection District**, back lots shall require a buildable lot containing no less than 4 acres for a single family dwelling unit or non-residential principal structure, and no less than 6 acres for a duplex or two non-residential principal structures, and a minimum lot width of 200 feet. No dwelling unit or other principal structure shall be erected on a back lot closer than 250 feet to an existing public street in these districts.
7. **In the Village Center District and Village Residential District**, residential back lots shall meet the dimensional requirements for the District, and non-residential back lots shall be a minimum of 1 acre in size.
8. **In the Water District service area**, the backlot owner may own the right-of-way in fee or by easement. [Amended 6/18/11]

SECTION 8-4. DRIVEWAY/ROAD ENTRANCE PERMIT REQUIREMENTS

A. Applicability: No person may build or construct a driveway or road that provides access to a public road without first obtaining a Driveway/Road Entrance Permit from the CEO in accordance with this section. Any driveway or road serving a subdivision or development listed in Article VII. Zoning District Regulations, Table 7-1. Land Uses by District as requiring Site Plan Review must meet the requirements of Article X. Performance and Design Standards for Site Plan Review and Subdivision Review.

B. Maine Department of Transportation (MDOT) Permit: A copy of a MDOT Driveway or Entrance Permit, if applicable, must be presented with any application for a town Driveway/Road Entrance Permit.

C. Safe Sight Distances:

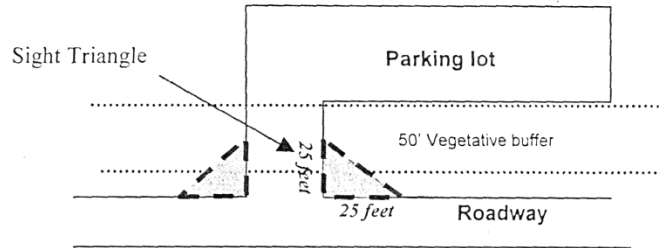
1. Access shall be designed in profile and grading and located to achieve the required sight distance measured in each direction along the public road while maintaining adequate distances from adjacent driveways/roads and intersections.
2. Measurements: For purposes of the sight distance standards, the following provisions shall apply:
 - a. The sight distance shall be based on the posted speed limit, or traffic speed study showing the 85th percentile speed (the speed at which 85 percent of the vehicles are traveling).
 - b. Measurements shall be from the driver's seat of a vehicle that is 10 feet behind the curb (or edge of shoulder) line with the height of eye 3½ feet above the pavement and height of object 4¼ feet.
3. Driveway/road and intersection road placement shall be such that an exiting vehicle has an unobstructed sight distance according the following schedule:

Safe Sight Distances	
Highway Speed (MPH)	Minimum Sight Distance (Feet)
20	155
25	200
30	250
35	305
40	360
45	425
50	495
55	570
60	645
Source: MDOT Access Management Standards	

4. A "site triangle" shall be maintained 25 feet in length on each side of the intersection of the driveway and the public street or road right-of-way line, with the third side connecting the other

Article VIII. General Requirements Applicable to All Land Uses

two sides. Within each sight triangle, no landscape plants, trees, other than low growing shrubs shall be planted. These shrubs must be no more than 30 inches in height above the driveway elevation. Signage must not obstruct the view of oncoming traffic.



D. Access Management and Safety Standards. Driveway/road and private-right-of-way access points to public road shall be limited as follows:

1. Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows.
2. The number of access/egress points to a public road (each side of the public road treated separately) shall be as follows:
 - a. Limited to one access/egress point for every 200 feet or one access point per lot, in the **Farm and Forest District, Residential Shoreland District and Resource Protection District**, whichever is less.
 - b. Limited to one access point for every 150 feet, or one access point per lot in the **Village Center District and Village Residential District**, whichever is less.
3. **Shared Driveways/Roads:** Shared driveways/roads shall be encouraged for adjacent sites, in order to minimize the number of driveways along public roads. The CEO may allow for a reduction in the minimum frontage requirement by 10 percent when the applicant agrees to provide a common driveway/right-of-way for multiple lots and/or uses.
4. **Corner Lot Access:** Where a lot has frontage on two or more streets, the access/egress to the lot shall be provided to the lot across the frontage and to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians. This requirement may be waived where the applicant demonstrates that existing site conditions preclude the location of the driveway to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians, or that the location of the driveway/road to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians would negatively impact a predominately residential neighborhood.
5. **Driveway Turn-Around Area:** After the effective date of this Ordinance (June 14, 2005), all future driveways/roads shall be designed with sufficient vehicle turn-around area to enable a driver to exit the premises without backing into the public street.
6. **Driveway or Road Grades:** The grade of any proposed driveway or road must be not more than ± 3 percent for a minimum of 40 feet, from an intersection.
7. **Access way Location and Spacing:** Access ways must meet the following requirements:
 - a. New public and private accesses/egresses must be located at least 50 feet from the closest unsignalized intersection and 150 feet from the closest signalized intersection, as measured from the point of tangency for the corner to the point of tangency for the access way. This requirement may be reduced if the shape of the site does not allow conformance with this standard and the applicant demonstrates a hardship as required in 7.c. below.
 - b. New public and private accesses/egresses must be located at least 50 feet from existing private roads, as measured from the point of tangency for the corner to the point of tangency

Article VIII. General Requirements Applicable to All Land Uses

for the access way. This requirement may be reduced if the shape of the site does not allow conformance with this standard and the applicant demonstrates a hardship as required in 7.c. below.

- c. **Demonstration of Hardship:** The Board may approve a reduction in the access/egress way location and spacing requirements in 7.a. and/or 7.b when the applicant demonstrates that the shape of the lot and the location of existing roads does not allow conformance with the standards, and that there is no other alternative other than a reduction in the access way location and spacing requirements. The applicant must submit a site plan, done to scale, that demonstrates that all alternatives for meeting these requirements have been explored and that without a reduction in the location and spacing, driveway access would not be possible.

SECTION 8-5. EROSION AND SEDIMENTATION CONTROL

All site alterations must harmonize with existing topography and conserve desirable natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Natural vegetation must be preserved and protected wherever possible. Erosion of soil and sedimentation of watercourses and water bodies shall be minimized by employing the best management practices of the “*Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices*” by the Cumberland County Soil and Water Conservation District, most recent edition.

SECTION 8-6. SEWAGE DISPOSAL

All subsurface sewage disposal systems shall be installed in conformance with the State of Maine Subsurface Wastewater Disposal Rules (Rules). The applicant shall submit evidence of site suitability for subsurface sewage disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the Rules. When sewage disposal is to be accomplished by sub-surface sewage disposal systems, test pit analysis, prepared by a licensed Site Evaluator shall be provided. A map indicating the location of all test pits dug on the site shall be submitted.

SECTION 8-7. SIGNS [Amended 5/17/08]

A. General requirements. The size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties and shall not constitute hazards to vehicles and pedestrians. All materials, illumination colors, lettering styles, locations of signs on the site or building shall be consistent with and proportional to the structures on the site. Signs shall be located so as not to create a hazard or impediment to visibility, particularly at intersections. No signs may be placed at the Veteran’s Park at the intersection of Parsonage Road and Memorial Highway except for municipal or state signs. [Amended 6/18/11]

B. Specific requirements.

1. In the Village Center District signs should be compatible with the village character, and placed on the building, unless the sign would not be reasonably visible from the road in which situation a freestanding sign is an option.
2. **Signs in the Resource Protection District and the Residential Shoreland District** shall also meet the requirements in Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.

Article VIII. General Requirements Applicable to All Land Uses

- 1 **3.** Signs shall relate to the premises on which they are located and shall only identify the occupant
2 of the premises or advertise the service available within the premises.
3
- 4 **4.** No signs shall be erected prior to obtaining a permit.
5
- 6 **5.** Signs for each building, or single business with multiple buildings shall be no larger than 24
7 square feet in area.
8
- 9 **6.** Signs shall not be installed above the roofline of a building. The top edge of any freestanding sign
10 shall not be higher than 20 feet vertical measure above the grade of the street nearest the sign
11 support(s).
12
- 13 **7.** For traffic safety, where vision may be obscured entering a public or private road, the whole of
14 the sign board or display elements of any freestanding sign shall be either below 3 feet in height
15 or above 10 feet in height of the road grade. A freestanding sign may be located within the front
16 yard space, but as not to create a traffic hazard. Freestanding signs shall not be located within the
17 street right-of-way.
18
- 19 **8.** Any sign that is attached to a structure, which overhangs a pedestrian walkway or public
20 sidewalk, shall not extend beyond 5 feet of the structure face to which it is attached.
21
- 22 **9.** Permanent signs identifying a subdivision shall be subject to approval pursuant to the subdivision
23 standards of section 5.
24
- 25 **10.** Signs may be illuminated by shielded, non-flashing, non-moving lights. Internally illuminated
26 signs are prohibited. All lighting must be angled and shielded so that it does not directly
27 illuminate adjacent properties. All exterior lighting (including signage lighting) shall be turned on
28 no earlier than one hour before opening of business and turned off no later than one hour after the
29 closing of business, except for necessary security lighting approved by the CEO or Planning
30 Board. All lighting shall comply with any design guidelines for foot-candles and height
31 requirements adopted by the Planning Board.
32
- 33 **11. Home Occupation Signs:** See Section 11-4. Home Occupations.
34

C. Exempt signs:

The following temporary signs shall not require a permit or other approval:

- 39 **1. Special Event Signs:** Special event signs shall be allowed with written permission from the
40 property owner as long as these signs are erected no sooner than 4 weeks prior to the event being
41 advertised. All special event signs must be removed within one week following the event being
42 advertised. Such signs shall be located and erected so as not to create a traffic hazard.
43
- 44 **2. Contractor signs:** One sign each for a building contractor, architect or engineer, each sign shall
45 not exceed sixteen (16) square feet, relating to construction projects. Such sign shall be removed
46 within one (1) week after construction is complete.
47
- 48 **3. Subdivision marketing signs:** Subdivisions may have one non-internally lit sign at each public
49 entrance to the development not to exceed thirty-two (32) square feet per sign.
50

Article VIII. General Requirements Applicable to All Land Uses

4. Real estate signs: One sign not exceeding sixteen (16) square feet relating to the sale, rental or lease of the premises. Such sign shall be removed within one (1) week after the completion of the property transaction.
5. Political signs are allowed in accordance with State law, except as follows: political signs are prohibited from being placed on the following Town owned properties: **Town Office** - located at 10 Village Square Road – tax map 7 lot 64; **Fire Station** – located between Routes 9 & 115 (463 Walnut Hill Road and Memorial Highway) – tax map 7 lot 66; **Public Works Garage** – located at 40 Parsonage Road – tax map 7 lots 84 & 92; **Wescustogo Hall** – located at 475 Walnut Hill Road – tax map 7 lot 64; **Veterans Memorial Park** – located at the corner of Memorial Highway and Parsonage Road – tax map 7 lot 76. [Amended 6/15/13]

D. Nonconforming Signs: All nonconforming signs may continue to be used and maintained. When nonconforming signs are replaced, they must be replaced with signs that conform to the requirements of Section 8-7.

E. Maintenance and basis for revocation: All signs shall be properly maintained. The CEO may revoke any permit for a sign not properly maintained. Any signs not properly maintained, any sign now or hereafter existing that

1. no longer advertises a bona fide business conducted,
2. an activity or campaign,
3. or is not exempt or a permitted non-conforming sign,

shall be taken down and removed by the owner, agent, or person having the beneficial use of the building structure, or lot. Within 10 days after written notification from the CEO that such sign should be removed, and, upon failure to comply with such notice within the time specified in such order, the CEO is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure, or lot to which such sign is attached.

SECTION 8-8. STORM WATER CONTROL

All new site alterations shall be designed to minimize storm water runoff from the site in excess of the natural pre-development conditions. Adequate provisions must be made for the collection and disposal of all storm water that runs off proposed driveways, parking areas, roofs, and other surfaces to prevent adverse impacts on abutting or downstream properties. Existing runoff control features, such as berms, swales, terraces and wooded areas shall be retained where they reduce runoff and encourage infiltration of storm water. Storm water runoff control systems shall be maintained to ensure proper functioning.

SECTION 8-9. WATER QUALITY

A. No activity shall deposit on or into the ground or discharge to the waters of the state any pollutant that, by itself or in combination with other activities or substances, will impair designated uses, including existing and potential groundwater supplies, or the water classification of the water body. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwaters so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant or aquatic life.

B. Groundwater Protection Overlay District: All development and land use activities located within the Groundwater Protection Overlay District shall comply with the Section 9-2. Groundwater Protection Overlay District: Best Management Standards.

Article VIII. General Requirements Applicable to All Land Uses

SECTION 8-10. WELLS

Individual wells shall be sited and constructed to prevent infiltration of surface water, and contamination from subsurface wastewater disposal systems and other sources of potential contamination. Lot design shall permit placement of wells and subsurface wastewater disposal areas in compliance with the Maine Subsurface Wastewater Disposal Laws. Due to the increased chance of contamination from surface water, new dug wells shall be prohibited on lots of smaller than one acre, unless evidence is presented by a certified hydrogeologist or similar expert assuring that a dug well can be safely utilized on the lot. New dug wells shall not be constructed within 100 feet of the traveled way of any public road if located downhill (where the average gradient is in excess of 3 percent) from the public road, or within 50 feet of the traveled way of any public road if located uphill of the public road. This restriction shall be included as a note on the plan and deed restriction to the effected lots.

SECTION 8-11. ANIMAL HUSBANDRY

A. Standards: Animal husbandry for commercial purposes (see Article XII. Definitions) shall meet the following requirements:

1. Uncovered storage of manure shall be kept 150 feet from the nearest residential dwelling other than the dwelling associated with the animal husbandry operation, and 300 feet from any body of water or well.
2. **Animal husbandry operations established after June 14, 2005:** When a new animal husbandry operation is established after June 14, 2005 in an area within 150 feet of a residential dwelling that was in existence prior to June 14, 2005, the Planning Board may limit the number and species of animals permitted and/or require a Nutrient Management Plan if there are complaints regarding the handling of manure, noise, odor and/or vermin problems. The Planning Board shall consider the size and layout of the lot, the size of adjacent lots, the presence of vegetative screening and buffer strips, and the potential for noise, odor and vermin problems.

B. Groundwater Protection Overlay District: Within the Groundwater Protection Overlay District, animal husbandry shall also meet the following requirements:

1. A Nutrient Management Plan must be provided for all farming activities. Such a plan shall describe how animals will be kept within the area, (the number of animals will in any case not exceed 25 animal units (1 unit =1000 lbs of live animal weight) per 10 acres of land), or how manure will be spread (no more than 50 tons of manure to be used per 10 acres).
2. Application of manures shall be tailored to the specific needs of the crop, as determined by soil suitability analyses.
3. Manures shall not be applied over very shallow soils (less than 1 foot) or exposed bedrock.
4. Manure shall not be applied on frozen ground, or immediately before storm events.
5. Animal husbandry operations shall be pursuant to Section 9-2 Groundwater Protection Overlay District: Best Management Practices.

Article VIII. General Requirements Applicable to All Land Uses

SECTION 8-12. FLOODPLAIN MANAGEMENT

A. If any portion of the site is located within a 100-year floodplain area as identified by the Federal Emergency Management Agency on the Flood Insurance Rate Maps and the Flood Hazard Boundary Maps (most recent versions), all use and development of that portion of the site must be consistent with the town's Floodplain Management Ordinance.

B. Building Prohibited on Floodplains:

1. Buildings are prohibited within the 100-year floodplain area as identified by the Federal Emergency Management Agency on the town's Flood Insurance Rate Maps and Flood Hazard Boundary Maps. Identification of the 100-year floodplain shall be in accordance with the North Yarmouth Floodplain Management Ordinance.
2. The development plan should include a statement that building is prohibited on the 100-year floodplain, and the restriction shall be included in any deed, lease, purchase and sale agreement, or document transferring or expressing intent to transfer any interest in real estate or structure.
3. 100-year floodplains may be used as woodlands, grassland, pastureland and for passive outdoor recreation.
4. Piers, docks, wharves, bridges and boat ramps and associated parking are permitted within the 100-year floodplain pursuant to Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards subsection E, and the town's Floodplain Management Ordinance.

ARTICLE IX. SPECIAL DISTRICT STANDARDS

SECTION 9-1. RESIDENTIAL SHORELAND DISTRICT AND RESOURCE PROTECTION DISTRICT PERFORMANCE STANDARDS [Amended 5/17/08]

A. Purpose: The purpose of these standards is to further the maintenance of safe and healthful conditions; prevent and control water pollution; protect fish spawning grounds, aquatic life, bird and other wildlife habitat; protect buildings and lands from flooding and accelerated erosion; protect archaeological and historic resources; protect wetlands; control building sites, placement of structures and land uses; conserve shore cover, and visual as well as actual points of access to inland waters; conserve natural beauty and open space; and anticipate and respond to the impacts of development in shoreland areas. These districts are established in accordance with the provisions of 38 M.R.S.A. Section 435 et seq. (Maine Mandatory Shoreland Zoning Act).

B. Applicability: Land use activities shall be reviewed on accordance with Article VII. Zoning District Regulations. All land use activities within the Residential Shoreland District and the Resource Protection District shall conform to the following provisions, if applicable.

C. Review Criteria: In approving any complete application, the permitting authority must make a positive finding based on the information presented that the proposed use:

1. Will maintain safe and healthful conditions;
2. Will not result in water pollution, erosion, or sedimentation to surface waters;
3. Will adequately provide for the disposal of all wastewater;
4. Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat;
5. Will conserve shore cover and visual, as well as actual, points of access to waters bodies;
6. Will protect archaeological and historic resources as designated in the Comprehensive Plan;
7. Will avoid problems associated with flood plain development and use; and
8. Is in conformance with all provisions of this Ordinance.

D. Land Uses: See Article VII. Zoning District Regulations Table 7-1. Land Uses by District.

E. Maine Department of Environmental Protection Permits: A person performing any of the following activities shall require a permit from the Department of Environmental Protection, pursuant to 38 M.R.S.A., Section 480-C, if the activity occurs in, on, over, or adjacent to any wetland, river, stream or brook and operates in such a manner that material or soil may be washed into them:

1. Dredging, bulldozing, removing or displacing soil, sand, vegetation or other materials;
2. Draining or otherwise dewatering;
3. Any construction or alteration of any permanent structure.

Article IX. Special District Standards

F. Minimum Lot Standards:

1. The following minimum lot area and minimum shore frontage standards shall be applicable to permitted uses within the Residential Shoreland District and Resource Protection District:

Land Uses (Where permitted)	Minimum Lot Area	Minimum Shore Frontage
Residential - per dwelling unit	3 acres	200 feet
Governmental, Institutional, Commercial or Industrial - per principal structure*	3 acres	300 feet
Public and Private Recreational Facilities	3 acres	200 feet
*Most commercial and industrial uses are prohibited within the Residential Shoreland and Resource Protection Districts. See Article VII. Zoning District Regulations, Table 7-1. Land Uses by District.		

2. The following shall also apply:
 - a. Land beneath roads serving more than 2 lots shall not be included toward calculating minimum lot area. In addition, the following areas shall not be included toward calculating minimum lot area: (1) land below the normal high-water line of the Royal River, Chandler Brook and the East Branch; (2) land below the high-water line of those sections of Toddy Brook, Pratt's Brook, Deer Brook and the unnamed tributary to Chandler Brook; and (3) land below the upland edge of Knight's Pond or the Deer Brook Wetland.
 - b. Lots located on opposite sides of a public or private road shall be considered each a separate tract or parcel of land unless such road was established by the owner of the land on both sides thereof after September 22, 1971.
 - c. The minimum width of any portion of any lot within 100 feet, horizontal distance, of the normal high water line of the Royal River, Chandler Brook, the East Branch, or the sections of Toddy Brook, Deer Brook, Pratt's Brook or the unnamed tributary to Chandler Brook, or within 100 feet, horizontal distance, of the upland edge of Knight's Pond or the Deer Brook wetland, shall be equal to or greater than the shore frontage requirement for a new lot with the proposed use.
 - d. If more than one residential dwelling unit, principal governmental, institutional, commercial or industrial structure, or use, or combination thereof, is constructed or established on a single parcel, all dimensional requirements shall be met for each additional dwelling unit, principal structure, or use.

G. Principal and Accessory Structures:

1. All new principal and accessory structures shall be set back at least 250 feet, horizontal distance, from the normal high-water line of the Royal River, Chandler Brook and the East Branch, except for structures, roads, parking spaces or other regulated objects specifically allowed in which case the setback requirement shall be 100 feet, horizontal distance from the normal high water line. All new principal and accessory structures shall be set back at least 150 feet, horizontal distance, from the normal high-water line of the sections of Deer Brook, Toddy Brook, Pratt's Brook and an unnamed tributary to Chandler Brook, at least 150 feet, horizontal distance, from the upland edge of Knight's Pond and the Deer Brook wetland; and at least 100 feet, horizontal distance, from the normal high-water line of tributary streams. In addition, these setback provisions shall neither apply to structures that require direct access to the aforementioned bodies of water as an operational necessity, such as piers, docks and retaining walls, nor to other functionally water-dependent uses.
2. Principal or accessory structures and expansions of existing structures that are permitted shall not exceed 35 feet in height. This provision shall not apply to structures such as transmission towers, windmills, antennas, and similar structures having no floor area.

Article IX. Special District Standards

3. Principal and accessory structures are prohibited within the 100-year floodplain as identified by the Federal Emergency Management Agency. Expansions of existing structures within the 100-year floodplain are prohibited.
4. The total footprint of all structures, parking lots and other non-vegetated surfaces, within the these districts shall not exceed 20 percent of the lot or a portion thereof, including land area previously developed.
5. Notwithstanding the requirements stated above, stairways or similar structures may be allowed with a permit from the CEO, to provide shoreline access in areas of steep slopes or unstable soils provided: that the structure is limited to a maximum of 4 feet in width; that the structure does not extend below or over the normal high-water line of a water body¹ or below or over the upland edge of the Deer Brook wetland or Knight's Pond, (unless permitted by the Department of Environmental Protection pursuant to the Natural Resources Protection Act, 38 M.R.S.A., Section 480-C); and that the applicant demonstrates that no reasonable access alternative exists on the property.

H. Piers, Docks, Wharves, Bridges and Other Structures and Uses Extending Over or Below the Normal High-Water Line of a Water Body or Within the Deer Brook Wetland or Knight's Pond:

1. Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion.
2. The location shall not interfere with existing developed or natural beach areas.
3. The facility shall be located so as to minimize adverse effects on fisheries.
4. The facility shall be no larger in dimension than necessary to carry on the activity and be consistent with the surrounding character and uses of the area. A temporary pier, dock or wharf shall not be wider than 6 feet for non-commercial uses.
5. No new structure shall be built on, over or abutting a pier, wharf, dock or other structure extending beyond the normal high-water line of a water body or within a wetland unless the structure requires direct access to the water as an operational necessity.
6. New permanent piers and docks shall not be permitted unless it is clearly demonstrated to the Planning Board that a temporary pier or dock is not feasible, and a permit has been obtained from the Department of Environmental Protection, pursuant to the Natural Resources Protection Act.
7. No existing structures built on, over or abutting a pier, dock, wharf or other structure extending beyond the normal high-water line of a water body or within a wetland shall be converted to residential dwelling units in any district.
8. Structures built on, over or abutting a pier, wharf, dock or other structure extending beyond the normal high-water line of a water body or within a wetland shall not exceed 20 feet in height above the pier, wharf, dock or other structure.

I. Campgrounds: Campgrounds are prohibited in the Resource Protection District. Campgrounds within the Residential Shoreland District shall conform to the minimum requirements imposed under state licensing procedures and the following:

1. Campgrounds shall contain a minimum of 5,000 square feet of land, not including roads and driveways, for each site. Land supporting wetland vegetation, and land below the normal high-water line of a water body shall not be included in calculating land area per site.
2. The areas intended for placement of a recreational vehicle, tent or shelter, and utility and service buildings shall be set back at least 250 feet, horizontal distance, from the normal high-water line of the Royal River, Chandler Brook and the East Branch; at least 150 feet, horizontal distance, from the normal high-water line of other water bodies, at least 150 feet, horizontal distance, from

¹ Water Body: Any river or stream with Resource Protection zoning to include the Royal River, Chandler Brook, the East Branch, and sections of Toddy Brook, Pratt's Brook, Deer Brook, and an unnamed tributary to Chandler Brook, as depicted on the Zoning Map.

Article IX. Special District Standards

the upland edge of the Deer Brook wetland and Knight's Pond; and at least 100 feet, horizontal distance, from the normal high-water line of tributary streams.

J. Individual-Private Campsites: Individual, private campsites not associated with campgrounds are permitted provided the following conditions are met:

1. One campsite per lot existing on the effective date of this Ordinance, or 30,000 square feet of lot area within the Residential Shoreland District or Resource Protection District, whichever is less, may be permitted.
2. Campsite placement on any lot, including the area intended for a recreational vehicle or tent platform, shall be set back 100 feet horizontal distance, from the normal high-water line of a water body¹, tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond.
3. Only one recreational vehicle shall be allowed on a campsite. The recreational vehicle shall not be located on any type of permanent foundation except for a gravel pad, and no structure except a canopy shall be attached to recreational vehicles.
4. The clearing of vegetation for the siting of the recreational vehicle, tent or similar shelter in a Resource Protection District shall be limited to 1,000 square feet.
5. A written sewage disposal plan describing the proposed method and location of sewage disposal shall be required for each campsite and shall be approved by the Local Plumbing Inspector. Where disposal is off-site, written authorization from the receiving facility or landowner is required.
6. When a recreational vehicle, tent or similar shelter is placed on-site for more than 120 days per year, all requirements for residential structures shall be met, including the installation of a subsurface sewage disposal system in compliance with the *State of Maine Subsurface Wastewater Disposal Rules* unless served by public sewage facilities.
7. Camping on town park or recreation land is regulated by the Town of North Yarmouth Parks and Recreation Area Use and Regulation Ordinance. [Amended 6/18/11]

K. Parking Areas:

1. Parking areas shall meet the shoreline and tributary stream setback requirements for structures for the district in which such areas are located. The setback requirement for parking areas serving public boat launching facilities shall be no less than 50 feet, horizontal distance, from the shoreline or tributary stream if the Planning Board finds that no other reasonable alternative exists further from the shoreline or tributary stream.
2. Parking areas shall be adequately sized for the proposed use and shall be designed to prevent storm water runoff from flowing directly into a water body, tributary stream or wetland and where feasible, to retain all runoff on-site.
3. In determining the appropriate size of proposed parking facilities, the following shall apply:
 - a. Typical parking space: approximately 10 feet wide and 20 feet long, except that parking spaces for a vehicle and boat trailer shall be 40 feet long.
 - b. Internal travel aisles: approximately 20 feet wide.

L. Roads and Driveways: The following standards shall apply to the construction of roads and/or driveways and drainage systems, culverts and other related features.

1. Roads and driveways shall be set back at least at least 250 feet, horizontal distance, from the normal high-water line of the Royal River, Chandler Brook and the East Branch; at least 150 feet, horizontal distance, from the normal high-water line of other water bodies; at least 150 feet, horizontal distance, from the normal high-water line of the Deer Brook wetland and Knight's Pond; and at least 100 feet, horizontal distance, from the normal high-water line of tributary streams, unless no reasonable alternative exists as determined by the Planning Board. If no other

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Article IX. Special District Standards

reasonable alternative exists, the road and/or driveway setback requirement to no less than 100 feet, horizontal distance, upon clear showing by the applicant that appropriate techniques will be used to prevent sedimentation of the water body, tributary stream, or wetland. Such techniques may include, but are not limited to, the installation of settling basins, and/or the effective use of additional ditch relief culverts and turnouts placed so as to avoid sedimentation of the water body, tributary stream, or Deer Brook or Knight's Pond. On slopes of greater than 20 percent the road and/or driveway setback shall be increased by 10 feet, horizontal distance, for each 5 percent increase in slope above 20 percent. This paragraph does not apply to approaches to water crossings or to roads or driveways that provide access to permitted structures and facilities located nearer to the shoreline or tributary stream due to an operational necessity, excluding temporary docks for recreational uses. Roads and driveways providing access to permitted structures within the setback area shall comply fully with the requirements of this paragraph except for that portion of the road or driveway necessary for direct access to the structure.

2. Existing public roads may be expanded within the legal road right-of-way regardless of their setback from a water body, tributary stream, or the Deer Brook wetland or Knight's Pond.
3. New roads and driveways are prohibited in a Resource Protection District except that the Planning Board may grant a permit to construct a road or driveway to provide access to permitted uses within the district. A road or driveway may also be approved by the Planning Board in a Resource Protection District, upon a finding that no reasonable alternative route or location is available outside the district. When a road or driveway is permitted in a Resource Protection District the road and/or driveway shall be set back as far as practicable from the normal high-water line of water bodies, tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond.
4. Road and driveway banks shall be no steeper than a slope of 2 horizontal to one vertical, and shall be graded and stabilized in accordance with the provisions for erosion and sedimentation control contained in Article VII. Section 8-5.
5. Road and driveway grades shall be no greater than 10 percent except for segments of less than 200 feet.
6. In order to prevent road and driveway surface drainage from directly entering water bodies, tributary streams or wetlands, roads and driveways shall be designed, constructed, and maintained to empty onto an unscarified buffer strip at least 50 feet plus two times the average slope, in width between the outflow point of the ditch or culvert and the normal high-water line of water bodies, tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond. Surface drainage which is directed to an unscarified buffer strip shall be diffused or spread out to promote infiltration of the runoff and to minimize channelized flow of the drainage through the buffer strip.
7. Ditch relief (cross drainage) culverts, drainage dips and water turnouts shall be installed in a manner effective in directing drainage onto unscarified buffer strips before the flow gains sufficient volume or head to erode the road, driveway or ditch. To accomplish this, the following shall apply:
 - a. Ditch relief culverts, drainage dips and associated water turnouts shall be spaced along the road, or driveway at intervals no greater than indicated in the following table:

Grade (Percent)	0-2%	3-5%	6-10%	11-15%	16-20%	21+%
Spacing (Feet)	250 ft	200-135 ft	100-80 ft	80-60 ft	60-45 ft	40 ft

- b. Drainage dips may be used in place of ditch relief culverts only where the grade is 10 percent or less.
- c. On sections having slopes greater than 10 percent, ditch relief culverts shall be placed at approximately a 30-degree angle down slope from a line perpendicular to the centerline of the road or driveway.

Article IX. Special District Standards

d. Ditch relief culverts shall be sufficiently sized and properly installed in order to allow for effective functioning, and their inlet and outlet ends shall be stabilized with appropriate materials.

8. Ditches, culverts, bridges, dips, water turnouts and other storm water runoff control installations associated with roads and driveways shall be maintained on a regular basis to assure effective functioning.

M. Signs: The following provisions shall govern the use of signs in a Resource Protection District or a Residential Shoreland District:

1. Signs relating to goods and services sold on the premises shall be permitted, provided that such signs shall not exceed 6 square feet in area and shall not exceed 2 signs per premises. Signs relating to goods or services not sold or rendered on the premises shall be prohibited.
2. Name signs shall be permitted, provided such signs shall not exceed 2 signs per premises, and shall not exceed 12 square feet in the aggregate.
3. Residential users may display a single sign not over 3 square feet in area relating to the sale, rental, or lease of the premises.
4. Signs relating to trespassing and hunting shall be permitted without restriction as to number provided that no such sign shall exceed 2 square feet in area.
5. Signs relating to public safety shall be permitted without restriction.
6. No sign shall extend higher than 20 feet above the ground.
7. Signs may be illuminated only by shielded, non-flashing lights.

N. Storm Water Runoff: All new construction and development shall be designed to minimize storm water runoff from the site in excess of the natural predevelopment conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces and wooded areas, shall be retained in order to reduce runoff and encourage infiltration of storm waters. Storm water runoff control systems shall be maintained as necessary to ensure proper functioning.

O. Septic Waste Disposal: All subsurface sewage disposal systems shall be installed in conformance with the *State of Maine Subsurface Wastewater Disposal Rules*.¹, and the following: a) clearing or removal of woody vegetation necessary to site a new system and any associated fill extensions, shall not extend closer than 100 feet, horizontal distance, from the normal high-water line of a water body or the upland edge of the Deer Brook wetland and Knight's Pond; and b) a holding tank is not allowed for a first-time residential use in the Residential Shoreland District or Resource Protection District.

P. Essential Services: Where feasible, the installation of essential services shall be limited to existing public ways and existing service corridors. The installation of essential services, other than road-side distribution lines, is not permitted in a Resource Protection District, except to provide services to a permitted use within said district, or except where the applicant demonstrates that no reasonable alternative exists. Where permitted, such structures and facilities shall be located so as to minimize any adverse impacts on surrounding uses and resources, including visual impacts. Damaged or destroyed public utility transmission and distribution lines, towers and related equipment may be replaced or reconstructed without a permit.

Q. Mineral Exploration and Extraction:

1. Mineral exploration to determine the nature or extent of mineral resources shall be accomplished by hand sampling, test boring, or other methods which create minimal disturbance of less than

¹The Rules require new systems, excluding fill extensions, to be constructed no less than 100 horizontal feet from the normal high-water line of a perennial water body. The minimum setback distance for new subsurface sewage disposal system may not be reduced by variance.

Article IX. Special District Standards

100 square feet of ground surface. A permit from the CEO shall be required for mineral exploration that exceeds the above limitation. All excavations, including test pits and holes shall be immediately capped, filled or secured by other equally effective measures, to restore disturbed areas and to protect the public health and safety.

2. Mineral extraction within the Resource Protection District or Residential Shoreland District is defined as any operation that involves the excavation, processing, and/or storage of more than 100 cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material within any 12 month period. Mineral extraction is prohibited in the Resource Protection District. Mineral extraction may be permitted as a Conditional Use in the Residential Shoreland District under the following conditions:
 - a. A reclamation plan shall be filed with, and approved by the Planning Board before a permit is granted. Such plan shall describe in detail procedures to be undertaken to fulfill the requirements of subsection c. below.
 - b. No part of any extraction operation, including drainage and runoff control features shall be permitted within a Resource Protection District.
 - c. Within 12 months following the completion of extraction operations at any extraction site, which operations shall be deemed complete when less than 100 cubic yards of materials are removed in any consecutive 12 month period, ground levels and grades shall be established in accordance with the following:
 - i. All debris, stumps, and similar material shall be removed for disposal in an approved location, or shall be buried on-site. Only materials generated on-site may be buried or covered on-site.
 - ii. The final graded slope shall be two and one half to one (2 ½: 1) slope or flatter.
 - iii. Topsoil or loam shall be retained to cover all disturbed land areas, which shall be reseeded and stabilized with vegetation native to the area. Additional topsoil or loam shall be obtained from off-site sources if necessary to complete the stabilization project.
3. In keeping with the purposes of this Ordinance, the Planning Board may impose such conditions as are necessary to minimize the adverse impacts associated with mineral extraction operations on surrounding uses and resources.
4. Mineral Exploration and Extraction activities must also meet the requirements of Section 11-8. Extraction of Earth Materials (Mineral Extraction).

R. Agriculture:

1. All spreading or disposal of manure shall be accomplished in conformance with the *Manure Utilization Guidelines* published by the Maine Department of Agriculture on November 1, 2001, (most current edition) and the Nutrient Management Law (7 M.R.S.A. Sections 4201-4209,
2. Manure shall not be stored or stockpiled within 100 feet, horizontal distance, from the normal high-water line of the water body¹ or the upland edge of the Deer Brook Wetland or Knight's Pond. All manure storage areas within the a Residential Shoreland District or a Resource Protection District must be constructed or modified such that the facility produces no discharge of effluent or contaminated storm water.
3. Agricultural activities involving tillage of soil greater than 40,000 square feet in surface area, within a Residential Shoreland District or a Resource Protection District shall require a Conservation Plan to be filed with the Planning Board. Non-conformance with the provisions of said plan shall be considered to be a violation of this Ordinance.
4. There shall be no new tilling of soil within 100 feet from the normal high-water line of a water body, nor within 25 feet, horizontal distance, of tributary streams, the Deer Brook wetland or

¹ Water Body: Any river or stream with Resource Protection zoning to include the Royal River, Chandler Brook, the East Branch, and sections of Toddy Brook, Pratt's Brook, Deer Brook, and an unnamed tributary to Chandler Brook, as depicted on the Zoning Map.

Article IX. Special District Standards

1 Knight's Pond. Operations in existence on the effective date of this Ordinance and not in
2 conformance with this provision may be maintained.

- 3 5. Newly established livestock grazing areas shall not be permitted within 100 feet from the normal
4 high-water line of a water body, nor within 25 feet, horizontal distance, of tributary streams, the
5 Deer Brook wetland or Knight's Pond. Livestock grazing associated with ongoing farm activities,
6 and which are not in conformance with the above setback provisions may continue, provided that
7 such grazing is conducted in accordance with a Conservation Plan.
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Article IX. Special District Standards

1 **S. Timber Harvesting:**

2 The Maine Forest Service will be responsible for enforcement of the rules for timber harvesting and
3 related activities in shoreland areas beginning January 1, 2013.

4
5 **T. Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting:**

- 6 **1.** In a Resource Protection District the cutting or removal of vegetation shall be limited to that
7 which is necessary for uses expressly authorized in that district.
- 8 **2.** Except in areas as described in number T.1, above, and except to allow for the development of
9 permitted uses, within a strip of land extending 100 feet horizontal distance, from the normal
10

Article IX. Special District Standards

high-water line of a water body, tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond, a buffer strip of vegetation shall be preserved as follows:

- a. There shall be no cleared opening greater than 250 square feet in the forest canopy (or other existing woody vegetation if a forested canopy is not present) as measured from the outer limits of the tree or shrub crown. However, a footpath not to exceed 6 feet in width as measured between tree trunks and/or shrub stems is permitted provided that a cleared line of sight to the water through the buffer strip is not created.
- b. Selective cutting of trees within the buffer strip is permitted provided that a well-distributed stand of trees and other natural vegetation is maintained. For the purposes of this section (T.2.b) a "well-distributed stand of trees " is defined as maintaining a minimum rating score of 16 points per 25-foot by 50-foot (1,250 square feet) rectangular area as determined by the following rating system.¹

Diameter of Tree at 4-1/2 feet Above Ground Level (inches)	2" to less than 4"	4" –to less than 8 "	8" to less than 12"	12" or greater
Points	1	2	4	8

For the purposes of Section T.2.b above, "other natural vegetation" is defined as retaining existing vegetation under 3 feet in height and other ground cover and retaining at least 5 saplings less than 2 inches in diameter at 4½ feet above ground level for each 25-foot by 50-foot rectangle area. If 5 saplings do not exist, no woody stems less than 2 inches in diameter can be removed until 5 saplings have been recruited into the plot.

Notwithstanding the above provisions, no more than 40 percent of the total volume of trees 4 inches or more in diameter, measured at 4½ feet above ground level may be removed in any 10-year period.

- c. In order to protect water quality and wildlife habitat, existing vegetation under 3 feet in height and other ground cover, including leaf litter and the forest duff layer, shall not be cut, covered, or removed, except to provide for a footpath or other permitted uses as described in section T.2 and 2.a, above.
- d. Pruning of tree branches, on the bottom 1/3 of the tree is permitted.
- e. In order to maintain a buffer strip of vegetation, when the removal of storm-damaged, diseased, unsafe, or dead trees results in the creation of cleared openings, these openings shall be replanted with native tree species unless existing new tree growth is present.

Section T.2., above, does not apply to those portions of public recreational facilities adjacent to public swimming areas as long as cleared areas are limited to the minimum area necessary.

3. At distances greater than 100 feet horizontal distance, from the normal high-water line of a water body², tributary streams, or the upland edge of the Deer Brook wetland or Knight's Pond, there shall be permitted on any lot, in any 10 year period, selective cutting of not more than 40 percent of the volume of trees 4 inches or more in diameter, measured 4½ feet above ground level. Tree removal in conjunction with the development of permitted uses shall be included in the 40

¹As an example, if a 25-foot x 50-foot plot contains 4 trees between 2 and 4 inches in diameter, 2 trees between 4 and 8 inches in diameter, 3 trees between 8 and 12 inches in diameter, and 2 trees over 12 inches in diameter, the rating score is: (4x1) + (2x2) + (3x4) + (2x8) = 36 points. Thus, the 25-foot by 50-foot plot contains trees worth 36 points. Trees totaling 20 points (36 – 16 = 20) may be removed from the plot provided that no cleared openings are created.

² Water Body: Any river or stream with Resource Protection zoning to include the Royal River, Chandler Brook, the East Branch, and sections of Toddy Brook, Pratt's Brook, Deer Brook, and an unnamed tributary to Chandler Brook, as depicted on the Zoning Map.

Article IX. Special District Standards

percent calculation. For the purposes of these standards volume may be considered to be equivalent to basal area.

4. In no event shall cleared openings for any purpose, including but not limited to, principal and accessory structures, driveways, lawns and sewage disposal areas, exceed in the aggregate, 25 percent of the lot area within the Residential Shoreland District and/or Resource Protection District or 10,000 square feet, whichever is greater, including land previously cleared.
5. Legally existing nonconforming cleared openings may be maintained, but shall not be enlarged, except as permitted by this Ordinance.
6. Fields and other cleared openings that have reverted to primarily shrubs, trees, or other woody vegetation shall be regulated under the provisions of this section (T).

U. Erosion and Sedimentation Control:

1. All activities that involve filling, grading, excavation or other similar activities which result in unstabilized soil conditions and which require a permit shall also require a written soil erosion and sedimentation control plan. The plan shall be submitted to the permitting authority for approval and shall include, where applicable, provisions for:
 - a. Mulching and revegetation of disturbed soil.
 - b. Temporary runoff control features such as hay bales, silt fencing or diversion ditches.
 - c. Permanent stabilization structures such as retaining walls or rip-rap.
2. In order to create the least potential for erosion, development shall be designed to fit with the topography and soils of the site. Areas of steep slopes where high cuts and fills may be required shall be avoided wherever possible, and natural contours shall be followed as closely as possible.
3. Erosion and sedimentation control measures shall apply to all aspects of the proposed project involving land disturbance, and shall be in operation during all stages of the activity. The amount of exposed soil at every phase of construction shall be minimized to reduce the potential for erosion.
4. Any exposed ground area shall be temporarily or permanently stabilized within one week from the time it was last actively worked, by use of riprap, sod, seed, and mulch, or other effective measures. In all cases permanent stabilization shall occur within 9 months of the initial date of exposure. In addition:
 - a. Where mulch is used, it shall be applied at a rate of at least one bale per 500 square feet and shall be maintained until a catch of vegetation is established.
 - b. Anchoring the mulch with netting, peg and twine or other suitable method may be required to maintain the mulch cover.
 - c. Additional measures shall be taken where necessary in order to avoid siltation into the water. Such measures may include the use of staked hay bales and/or silt fences.
5. Natural and man-made drainage ways and drainage outlets shall be protected from erosion from water flowing through them. Drainage ways shall be designed and constructed in order to carry water from a 25 year storm or greater, and shall be stabilized with vegetation or lined with riprap.

V. Soils: All land uses shall be located on soils in or upon which the proposed uses or structures can be established or maintained without causing adverse environmental impacts, including severe erosion, mass soil movement, improper drainage, and water pollution, whether during or after construction. Proposed uses requiring subsurface waste disposal, and commercial or industrial development and other similar intensive land uses, shall require a soils report based on an on-site investigation and be prepared by state-certified professionals. Certified persons may include Maine certified soil scientists, Maine registered professional engineers, Maine certified geologists and other persons who have training and experience in the recognition and evaluation of soil properties. The report shall be based upon the analysis of the characteristics of the soil and surrounding land and water areas, maximum ground water elevation, presence of ledge, drainage conditions, and other pertinent data that the evaluator deems appropriate. The

Article IX. Special District Standards

soils report shall include recommendations for a proposed use to counteract soil limitations where they exist.

W. Water Quality: No activity shall deposit on or into the ground or discharge to the waters of the state any pollutant that, by itself or in combination with other activities or substances, will impair designated uses or the water classification of the water body, tributary stream or Deer Brook wetland or Knight's Pond.

X. Archaeological Site: Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the permitting authority shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment, at least 30 days prior to action being taken by the permitting authority. The permitting authority shall consider comments received from the Commission prior to rendering a decision on the application.

SECTION 9-2. GROUNDWATER PROTECTION OVERLAY DISTRICT: BEST MANAGEMENT PRACTICES

A. Purpose: The purpose of these provisions are to maintain and preserve critical groundwater resources associated with existing and future public water supplies of the Yarmouth Water District. The protection of groundwater is critical to maintaining the health, safety and general welfare of the residents of North Yarmouth and other users of the public water supplies.

B. Applicability: All land use activities located within the Groundwater Protection Overlay District shall conform to these provisions. Land use activities shall be reviewed on accordance with Article VII. Zoning District Regulations. These standards are in addition to those of the underlying district. Where there are conflicts within the provisions of this Ordinance the more restrictive provisions shall apply.

Exemptions:

1. The review portions of this Section shall not apply to use and storage of normal quantities of household products. However, homeowners shall use best management practices and whatever means practical to insure that chemicals and nutrients do not get into the groundwater.
2. The review portions of this Section shall not apply to essential operations of the Yarmouth Water District or other official safety or utility entities. However, these entities shall use best management practices and whatever means practical to insure that pollutants do not get into the groundwater.

C. Monitoring and Follow-up: The provisions of the Groundwater Protection Overlay District will be evaluated periodically based on need, with a complete re-evaluation no later than the year 2010, or when the total number of residential units within in that portion of the Groundwater Protection Overlay District that overlays the Village Center District and adjacent areas, approaches a total of 450 residential units. The Yarmouth Water District will install groundwater-monitoring wells to provide on-going data and analysis on the impacts of residential and other types of development on groundwater quality. The Code Enforcement Officer (CEO) will track the total number of residential units, and will consultant with the Yarmouth Water District at least once a year to discuss the groundwater monitoring results. The ground water monitoring data will be used to re-evaluate the maximum threshold of 450 residential units for this area, and the minimum lot size and density standards of these provisions.

D. Restoration of Unsafe Property: Nothing in this Section shall prevent the strengthening or restoring to safe condition any part of any structure or use declared unsafe by the CEO.

Article IX. Special District Standards

E. Control of Existing Threats, Inspections and Monitoring: The CEO shall have the right to enter and inspect all premises that carry on the land uses listed in Article VII. Zoning District Regulations Table 7-1. Land Uses by District, and any other uses that pose as a potential threat to groundwater due to their location in the Groundwater Protection Overlay District. A representative of the Yarmouth Water District, including a consultant, may accompany the CEO. Further, the CEO shall have the right, upon 24-hour notice, to conduct such testing, as the town may deem appropriate to determine that best management practices and groundwater pollution control devices are in good condition and are working properly. Such testing shall be at the town or water district's expense. If such testing indicates that the groundwater has been contaminated above the State Primary or Secondary Drinking Water Standards, then further testing shall be at the expense of the existing owner of the land in question. Additionally, the owner shall reimburse the town and/or the water district for expenses incurred in the initial well installation and testing. The town and the Yarmouth Water District shall have the right to install groundwater-monitoring wells and shall further maintain the right to sample such wells on properties within the Groundwater Protection Overlay District when the town or water district can clearly show that groundwater monitoring in the area will serve to protect the public water supply from existing or potential threats.

F. Yarmouth Water District Assistance: The town may request assistance in administering and enforcing the provisions of the Groundwater Protection Overlay District from the Yarmouth Water District. The town shall notify the Yarmouth Water District of all pending applications; the time, date, and place of Planning Board, CEO, Local Plumbing Inspector, Zoning Board of Appeals, or other local consideration of the application; and give the Yarmouth Water District an opportunity to review and comment on the proposal. The Yarmouth Water District or its designee may present evidence and comment before or during public hearings or meetings concerning development or activity in the Groundwater Protection Overlay District. A copy of correspondence relative to the proposal, such as complete application determinations, approvals, and plans, shall be sent to the Yarmouth Water District.

G. Best Management Practices Required of All Development and Land Uses: All development and land use activities, including development and land use activities in existence as of the date of adoption of these provisions (June 14, 2005), located within the Groundwater Protection Overlay District shall comply with the following Best Management Practices to protect the quality and quantity of the public water supply. Best Management Practices, as applied in the State of Maine, are management practices that will mitigate the impacts of the activity on water quality. In some instances, there may be more than one management practice that would accomplish the same result. In other instances, depending on the site location and on-site conditions, more than one management practice may be needed to fully mitigate the problem. Therefore, the CEO and the Planning Board shall use their discretion to determine which management practices apply, and in the case of existing development and land use activities, the timeframe for compliance. The Planning Board and CEO shall require all development located within the Groundwater Protection Overlay District to comply with the Best Management Practices contained in this Section and may refer to additional applicable Best Management Practices which have been published by or in conjunction with the Maine Drinking Water Program, Maine Department of Environmental Protection (DEP), or other technical experts.

H. Best Management Practices:

- 1. Chemical Storage:** Chemical storage includes storage in tanks (above and underground), and in drums of different sizes. It can also include storage of solid chemicals in bags, or in bulk (in piles or silos). The principal chemicals of concern regarding groundwater contamination include petroleum products, solvents, agricultural chemicals (fertilizers, herbicides, fungicides, etc.), manure and road salt. Stored waste chemicals are also a concern.

(These special provisions pertain to "large" facilities and storage units. Large is defined as in excess of 275 lbs solid and 275 gallons liquid.)*

Article IX. Special District Standards

- a. All chemicals shall be stored under cover, and on impervious working surfaces, without floor drains. Storage space shall be designed so that failures, emergencies, extreme storm events or routine site clearing will not cause material or wash water to run on the bare ground.
 - b. Secondary containment shall be designed to include impervious holding of fluids of at least 20 percent of the volume of storage of all liquid chemicals, and 110 percent of the volume of the largest storage container, by permanent dikes or other means.
 - c. *Tanks for liquid storage shall be equipped with automatic shutoffs and high level alarms. Personnel shall be trained to respond to shutoffs and alarms.
 - d. All piping shall be designed to prevent line breakage by collision.
 - e. All containers and piping shall be secure and resistant to corrosion, and shall be clearly labeled with name of chemical, and date of purchase (or generation of waste).
 - f. *A Spill Prevention, Containment and Countermeasure Plan (SPCC) shall be prepared under DEP guidance, and for submittal to the CEO, Fire Department and the Yarmouth Water District. This plan shall include provisions to prevent and catch spills during loading and transfer activities. This SPCC plan shall be reviewed and updated annually.
 - g. *All storage areas shall be inspected at least weekly, and an inventory and tracking system of inspections shall be maintained.
 - h. Adequate spill clean up materials must be kept on hand at the facility. Spills must be cleaned up promptly, and spilled materials disposed of properly.
 - i. "Pre-plans" for firefighting must be prepared bearing in mind the possibility that chemicals could cause groundwater contamination if washed out of a burning building by water. Foam materials and spray plans should be included in the plan, appropriate to the materials and quantities stored in the facility.
 - j. The DEP's hazardous waste regulations must be followed.
 - k. Manure and ash and liming agents used for agricultural purposes must be stored under cover.
2. **Chemical Use:** Chemical use includes but is not limited to: combustion, degreasing and other cleaning, mixing and dilution with other chemicals or water, catalytic reactions, all with or without the production of a waste material. Some waste materials are recycled on a limited scale during the process. Types of chemicals include all those listed above under chemical storage, except for agricultural chemicals, manure and road salt.
 - a. Use non-hazardous chemicals whenever possible. If hazardous chemicals must be used, provide justification for why they cannot be replaced by non-hazardous chemicals.
 - b. Design chemical feed lines and temporary storage containers to prevent spillage by collision and corrosion.
 - c. Clearly label all storage vessels and chemical feed lines with chemical name.
 - d. Check for spillage and leaks at least weekly. Leaking containers must be removed or placed in over-packs (secure containers that are larger than the leaking container).
 - e. Prepare a SPCC Plan under DEP guidance (see H.1. above). This plan shall include provisions for cleaning up small spills and containing large spills in emergency. Keep emergency cleanup materials on hand.
 - f. All spills must be promptly reported to DEP, the CEO and North Yarmouth Fire Department, and the Yarmouth Water District.
3. **Chemicals and Organic Materials Spreading or Spraying:** "Agricultural and Silvicultural" applies in this case to areas of greater than 2 acres (includes transportation or utility corridors), or hoop/greenhouses, or nursery/garden shops greater than 1,000 square feet.
 - a. Application of Agricultural and Silvicultural Chemicals:
 - i. All pesticides and/or herbicides shall be applied in accordance with label directions and the regulations of the Maine Board of Pesticides Control.
 - ii. Herbicides and pesticides must only be applied by trained personnel, i.e. by certified applicators, who must be informed regarding the delineated Groundwater Protection Overlay District.

Article IX. Special District Standards

- iii. All agricultural fertilizers shall be applied in accordance with label directions.
 - iv. Fertilizer applications are to be tailored to the specific needs of the crop, as determined by soil suitability analyses. Use of slow-release fertilizers is preferred.
 - v. Irrigation schedules shall be coordinated with pesticide and nutrient application to minimize the possibility of leaching. Pesticides and fertilizers shall not be applied to frozen ground, or immediately before storm events.
 - vi. Notice of intent to apply agricultural chemicals shall be given to the CEO and the Yarmouth Water District at least 5 days prior to application.
 - b. **Spreading of Organic Materials in Agriculture:**
 - i. A Nutrient Management Plan must be provided for all farming activities. Such a plan shall describe how animals will be kept within the area, (the number of animals will in any case not exceed 25 animal units (1 unit =1,000 lbs of live animal weight) per 10 acres of land), and/or how manure will be stored, handled and spread (no more than 50 tons of manure to be used per 10 acres).
 - ii. Application of manures shall be tailored to the specific needs of the crop, as determined by soil suitability analyses.
 - iii. Manures shall not be applied over very thin soils (less than 1 foot) or exposed bedrock.
 - iv. Manure shall not be applied on frozen ground, or immediately before storm events.
4. **Road Maintenance, Parking Areas and Storm Water:**
 - a. Storm water from frequently used parking lots (e.g. for commercial establishments, and workplaces) shall be diverted away from the Groundwater Protection Overlay District, if possible, and shall not be channeled into bodies of water. Filter strips and vegetated areas shall be installed and maintained wherever possible.
 - b. Storm water impoundments, detention basins and ponds shall be located outside the Groundwater Protection Overlay District whenever possible. These systems shall be inspected frequently and maintained in good working order.
 - c. The use of road salt, sand and chemicals should be minimized. Salts and chemical shall be stored away from water bodies or drainage swales, on an impermeable surface and covered with waterproof material.
 - d. Ditches and catch basins shall be inspected regularly to prevent excessive sediment build-up.
 - e. Snow shall not be dumped into bodies of water.
 - f. Oil shall not be used on roads. Water may be used to control dust.
 - g. Vehicles transporting or storing hazardous materials (other than fuel to operate the vehicle) shall not park in the Groundwater Protection Overlay District overnight, unless in a secure, contained area. The CEO, Yarmouth Water District and North Yarmouth Fire Department shall be notified in advance of any such parking.
 - h. Vehicles and equipment using chemicals or petroleum products that are parked in the Groundwater Protection Overlay District shall be kept in good operating condition and regularly inspected for leaks, deterioration, malfunctions and spills. Any leaks or spills shall be cleaned up promptly, and the CEO, North Yarmouth Fire Department, and Yarmouth Water District notified immediately.
5. **Residential Activities, Home Occupations and Other Wastewater Disposal:** Activities of concern include: production of septic wastes, use of gasoline or fuel oil, automotive or similar shop work, lawn or garden care with fertilizers and pesticides, use and disposal of chemicals from home occupations such as photographic studios, beauty salons, car washing activities, etc. Most homes contain stores of small quantities of several hazardous chemicals (gasoline, fuel oil, bleach, paint thinners, pesticides, drain cleaners, etc.). Even disposal of small quantities of these chemicals through septic systems or on the ground can cause significant groundwater contamination.

Article IX. Special District Standards

- a. Residents and other owners of properties located within the Groundwater Protection Overlay District should be informed of the potential for groundwater contamination from domestic use of various chemicals.
 - b. Home occupations shall not negatively impact groundwater quality. No on-site disposal of chemicals from home occupations shall be allowed within the Groundwater Protection Overlay District.
 - c. Developers of residential subdivisions and other developments with significant amounts of wastewater shall complete a nitrate loading study. The concentration of nitrate at the well shall be calculated, using the following conservative estimates: concentrations of nitrate leaching from the septic system: 40 ppm; volume of leachate per day per housing unit: 360 gallons; natural recharge rates for precipitation through soils: 0.5 gallons per minute per acre. Such mass balance calculations shall include all existing septic systems and the proposed development. In order to be allowed, the applicant must find that nitrate concentrations will not exceed 25 percent of drinking water standard at a Yarmouth Water District well.
 - d. Provisions shall be made to maintain septic systems in good working order. Septic tanks shall be pumped out and the systems inspected, and any needed repairs or replacements made, at least every 3 to 5 years.
 - e. Heating oil tanks and other fuel tanks shall be located inside or on a stable concrete slab above ground if outside. If located outside, filters and lines shall be protected from breakage. Tanks and lines shall be inspected and tested for leaks regularly.
 - f. The use of floor drains is strongly discouraged, and may occur only when absolutely necessary. Water entering floor drains shall be prevented from picking up pollutants or treated to ensure that pollutants do not enter the groundwater. Existing floor drains shall be sealed whenever possible, so that pollutants do not enter the groundwater.
 - g. New and existing structures shall be connected to public sewer whenever possible. Sewer lines and related piping shall be carefully inspected to insure proper installation, and tested for leakage and certified by the Local Plumbing Inspector. Lines shall be properly maintained and tested for leakage periodically. Sewers and drainage systems shall be designed too assure that storm water does not enter sanitary sewers. Malfunctionings, failings, reconstructions, or problems with sewers shall be reported promptly to the CEO and the Yarmouth Water District.
 - h. Any spills should be reported to the CEO and the Yarmouth Water District immediately.
6. **Fire Protection:** A “Pre-Plan” for fire prevention and fire suppression for all facilities that store, handle or use hazardous materials shall be prepared. These plans should be tailored to the materials stored on site, and designed to limit groundwater contamination in the event of fire.
7. **Mineral Extraction:** Mineral extraction, including sand and gravel extraction may cause unintended changes in the flow of groundwater. Any mineral extraction produces pits, which can be used for illegal dumping. Vehicles used for mineral extraction may cause spills. Rock crushers use water that may wash pollutants into the groundwater.
- a. The following activities shall be prohibited in the Groundwater Protection Overlay District: mining for metallic ores, rock crushers, salting and oiling of roads, and the storage of petroleum products, vehicles, chemicals and hazardous materials.
 - b. Disused gravel pits shall be reclaimed according to plans submitted to the town and the Yarmouth Water District.
 - c. All mineral extraction activities must have emergency spill response plans and equipment on hand such that a spill totaling the full fuel tanks of the largest vehicle used in the pit can be removed outside the Groundwater Protection Overlay District within one day.
8. **Fill:** Only clean non-polluting fill (no non-natural odors, non staining, and not originating at a known spill site) may be used for filling depressions or raising the ground level. Fill areas shall be well setback from rivers, streams, books, ponds, wetlands and other bodies of water and appropriate erosion and sedimentation control measures shall be implemented.

Article IX. Special District Standards

- 1 **9. Wells:** Wells provide a possible conduit for contaminants originating in surface water, or upper
2 aquifers to migrate to groundwater below.
- 3 **a.** Wellheads shall be designed such that surface water does not enter groundwater through of
4 the borehole around the well casings.
- 5 **b.** Wells that penetrate to lower aquifers shall have the space between borehole and casing
6 grouted where it crosses an aquiclude.
- 7 **c.** Wells that are no longer in service for extraction or monitoring shall be abandoned in a
8 manner appropriate to prevent the entry of contaminants and from mixing of separate
9 subsurface water-bearing zones. This may involve the use of bentonite and/or cement grout
10 where a watertight seal is deemed necessary.
- 11 **d.** High yielding wells (for uses other than domestic purposes) will only be allowed if a safe
12 yield analysis, conducted by a Maine certified geologist, can demonstrate that there is
13 sufficient water for both the new well and the public water source.
- 14 **e.** Wells shall be inspected regularly to check for structural integrity, capping, and any needed
15 repairs or maintenance.

SECTION 9-3. ROYAL RIVER CORRIDOR OVERLAY DISTRICT

18
19 **A. Purpose:** The Royal River Corridor Overlay District includes land areas within 500 feet on either side
20 of the Royal River, Chandler Brook and the East Branch. The Royal River Corridor Overlay District is
21 designed to provide additional standards to preserve the Royal River Corridor, including the Chandler
22 Brook corridor and the East Branch corridor as greenways in open space uses. The purpose of the Royal
23 River Corridor Overlay District is to preserve open space and conserve natural beauty; protect wildlife
24 habitat and corridors; protect water quality; protect archaeological and historic resources; provide passive
25 recreational corridors; control building sites and placement of structures and land uses; and anticipate and
26 respond to the impacts of development in the river corridors.

27
28 **B. Standards:** In addition to the provisions of the underlying district, all land use activities within the
29 Royal River Corridor Overlay District shall be in accordance with these provisions.

- 30 **1. Uses Requiring Site Plan Review:** Uses listed in Article VII. Zoning District Regulations, Table
31 7-1. Land Uses by District, as requiring Site Plan Review in the Royal River Corridor Overlay
32 District shall be designed to preserve open space and the natural vegetation of the corridor
33 consistent with the town's vision for the Royal River Corridor as described in the Comprehensive
34 Plan and the Open Space Plan. In addition to the submission requirements in Section 3-3.
35 Building/Land Use Permits, the Planning Board shall require that the location of the building
36 envelop be identified on the plan and a written description of the best management practices that
37 will be used to limit soil erosion and sedimentation for all activities within the corridor that will
38 involve disturbance of the natural vegetation, both during and after construction be submitted.
39 The Planning Board may require that the best management practices be pursuant to Section 9-
40 1.U. Erosion and Sedimentation Control.
- 41 **2. Subdivisions:** All subdivisions within the Royal River Corridor Overlay District shall be in
42 accordance with Section 11-3. Clustered Housing Development and Open Space Development,
43 and shall be designed to preserve open space within the Royal River Corridor Overlay District, as
44 follows:
- 45 **a.** The area between the normal high-water line of the Royal River, Chandler Brook and/or the
46 East Branch and 250 feet from the normal high-water line of these water bodies shall be
47 permanently preserved in open space.
- 48 **b.** The area between 250 feet from the normal high-water line of the Royal River, Chandler
49 Brook and/or the East Branch and the Corridor boundary (500 feet from the normal high-
50 water line of the Royal River, Chandler Brook and/or the East Branch) as depicted on the
51 Zoning Map shall be used to meet the 50 percent open space requirement.

Article IX. Special District Standards

- 1 **c. Additional Submission:** The applicant shall submit a Royal River Corridor Management
2 Plan that includes consideration for preserving natural beauty, enhancing wildlife habitat and
3 corridors, considers public access to water bodies and inter-connected trails, and shows how
4 the subdivision development will contribute to the town's vision for the Royal River Corridor
5 District as described in the town's Comprehensive Plan and the Open Space Plan.
6

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

**ARTICLE X. PERFORMANCE AND DESIGN STANDARDS FOR SITE
PLAN REVIEW AND SUBDIVISION REVIEW**

SECTION 10-1. APPLICABILITY

These design and performance standards are applicable to those uses requiring Site Plan Review and Subdivision Review. In reviewing a proposed development, the Planning Board shall review the application for conformance to the applicable standards and make findings of fact for each prior to approval of the final plan. The burden of proof of conformance shall be upon the applicant to provide clear and convincing evidence that the final plan meets the standards of this Ordinance.

Note: The term “development” as used in this Article includes land use activities requiring Site Plan Review and development requiring Subdivision Review pursuant to Article VII. Zoning District Regulations Table 7-1. Land Uses by District.

SECTION 10-2. GENERAL LAYOUT OF DEVELOPMENT

A. Utilization of the Site: The plan for the development must reflect the natural capabilities of the site to support the development. Buildings, lots and support facilities must be clustered in those portions of the site that have the most suitable conditions for development. Environmentally sensitive areas, including but not limited to, wetlands, steep slopes, 100-year floodplains, significant wildlife habitats and corridors, scenic areas, unique natural areas, and significant groundwater aquifers must be maintained and preserved to the maximum extent practical. Natural drainage areas must also be preserved to the maximum extent practical. The development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of land disturbance.

B. Lots:

1. If more than one residential dwelling unit or more than one principal non-residential structure is constructed on a single parcel, all dimensional requirements shall be met for each additional dwelling unit or principal structure. For purposes of this section, an accessory apartment shall not be counted as a residential unit or principal structure. If more than one principal building is located on a lot, the lot size and location of each building shall be such that a separate lot conforming to the provisions of this Ordinance could be created for each building. The creation of a separate lot shall be demonstrated by submitting a plan to the CEO showing how the land could be divided to create conforming lots.
2. Land within the right-of-way of roads serving more than 2 lots shall not be included toward calculating minimum lot area.
3. Wherever practical, side lot lines shall be perpendicular to the street.
4. If a lot on one side of a stream, brook or private road fails to meet the minimum requirements for lot size, it may be combined with a lot on the other side of the stream, brook or private road to meet the minimum lot size.
5. **Ratio of Lot Length to Lot Width:** The ratio of lot length to width shall not be more than four to one. Lot width shall be measured at the front lot line, except for lots with frontage on cul de sacs where lot width shall be measured at the building setback line. Flag lots and other odd shaped lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited in subdivisions and discouraged in other land divisions.
6. **Subdivisions, only:** The subdivision of tracts into parcels with more than twice the required minimum lot size shall be laid out in such a manner as either to provide for or preclude future division. Deed restrictions and notes on the plan shall either prohibit future divisions of the lots or specify that any future division shall constitute a revision to the plan and shall require approval

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

from the Board, subject to the criteria of the subdivision statute, the standards of these regulations and conditions placed on the original approval.

- 7. Interconnected Development:** Where possible, developments shall be designed to facilitate future interconnected street, pedestrian (sidewalks and trails), bicycle, and open space networks pursuant to Article X. Performance and Design Standards for Site Plan Review and Subdivision Review.

C. Blocks: Within the Village Center District and Village Residential District, where street lengths exceed 1,000 feet between intersections with other streets, the Board may require a utility/pedestrian easement, at least 30 feet in width, to provide for underground utility crossings and/or a pedestrian pathway of at least 5 feet in width. Maintenance obligations of the easement(s) shall be included in the written description of the easement.

D. Utilities: Utilities serving developments in the Village Center District and Village Residential District shall be installed underground. In other districts, utilities serving lots with a street frontage of 125 feet or less shall be installed underground. The Planning Board may approve overhead utilities when the applicant proposes **affordable housing** and provides evidence that the increased costs of underground utilities will raise the costs of the housing beyond the requirements for affordable housing in this Ordinance.

E. Monuments Required in All Developments:

1. Stone monuments shall be set at all street intersections and points of curvature, but no further than 750 feet apart along street lines without curves or intersections.
2. Stone monuments or capped iron pipe shall be set at all corners and angle points of the development boundaries, not already marked, where the interior angle of the development boundaries is 135° or less.
3. Stone monuments shall be a minimum of four inches square at the top and four feet in length, and set in the ground at final grade level. After they are set, drill hole 1/2 inch deep shall locate the point or points described above.
4. All other development boundary corners and angle points, as well as all lot boundary corners and angle points shall be marked by suitable monumentation, as required by the Maine Board of Registration of Land Surveyors.

SECTION 10-3. BROOK, POND, VERNAL POOL AND WETLAND BUFFERS

A. Purpose and Applicability:

1. The purpose of these requirements is to protect water quality, aquatic life, and wildlife habitat in and adjacent to streams, ponds and wetlands town wide, and to protect private and public property from flooding and poor drainage conditions caused by locating buildings in or close to these areas. These regulations are intended to protect natural resource areas that are not covered in Section 9-1. Residential Shoreland District and Natural Resource Protection District Performance Standards.¹
2. These regulations distinguish between high and low value wetlands. High value wetlands generally have surface water for a prolonged period during the growing season, or, they are located in close proximity to other wetlands, ponds and streams. These are the two most

¹ Article VII Section 7-1. Residential Shoreland District and the Natural Resource Protection District Performance Standards are applicable to the following: Royal River, Chandler Brook, the East Branch, Deer Brook Wetland, Knight's Pond, and the Resource Protection portions of Toddy Brook, Deer Brook, Pratt's Brook, and an unnamed tributary to Chandler Brook (as displayed on the Zoning Map), and tributary streams to the aforementioned when located within the Residential Shoreland District and Resource Protection District.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

important factors in determining how well a wetland functions in terms of providing benefits to the community.

3. In the event that the requirements of this section overlap the requirements of Section 7-1. Residential Shoreland District and Natural Resource Protection District Performance Standards, the more restrictive requirements shall apply.

B. Protected Resources:

1. **Stream:** A “river, stream or brook” as defined by the Maine Natural Resource Protection Act
2. **Pond:** A naturally occurring inland body of water, but not including great ponds as defined by the Natural Resource Protection Act.
3. **Vernal Pool:** A naturally occurring, temporary to permanent body of water in shallow depressions that fills during the spring and fall and may be dry during the summer. The vernal pool contains no viable populations of predatory fish, and it provides primary breeding habitat for wood frogs, spotted salamanders, blue-spotted salamanders, and fairy shrimp and provides habitat for other wildlife including several endangered and threatened species. The presence of one or more of these species is usually conclusive evidence of a vernal pool.
4. **High Value Wetlands:** A freshwater wetland, as defined by the Maine Natural Resource Protection Act¹, which meets one or more of the following criteria:
 - a. Contains a pond or a vernal pool;
 - b. Lies within the 100-year floodplain of a stream or a pond;
 - c. More than 50 percent of the dominant species in all strata of the vegetation consist of facultative wetland or obligate wetland plant species, as listed in the National List of Plant Species that Occur in Wetlands, by the U.S. Fish and Wildlife Service, latest edition.
5. **Low Value Wetland:** A wetland, as defined by the Natural Resource Protection Act, which does not meet the criteria of a high value wetland.

C. Standards:

1. Vegetative buffers shall be located between all disturbed areas of a development and streams, ponds, vernal pools and high value wetlands.
2. Vegetative buffers shall retain existing vegetation or be planted with trees native to the locale, having a height of at least 4 feet and be capable of growing at least 20 feet in height. For natural buffers, or for planted buffers at 20 years after planting, the canopy of the growth shall have no openings greater than 250 square feet. Trees shall be added where natural growth does not provide for sufficient canopy.

¹ A fresh water wetland means fresh water swamps, marshes, bogs and similar areas that are: inundated or saturated by surface or groundwater at a frequency and for a duration sufficient to support, and under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils; and not considered part of great pond, coastal wetland, river, stream or brook. (Title 38 M.R.S.A. Section 480-B).

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

3. The buffer width shall be related to the slope of the land as presented in the following table.

Vegetative Buffer Requirements	
Average Slope of the Land Between Disturbed Area and Normal High Water Mark (Percent)	Width* of Strip Between Disturbed Area and Normal High Water Mark (Feet)
0-10%	50
11-20%	90
21-30%	130
31-40%	170
41-50%	210
51-60%	250
61-70%	290
Over 70%	330
*Measured along the surface of the ground Source: DEP Site Location Law Rules	

4. For both natural and planted buffer strips, the ground shall be left in its natural state to the greatest extent practical. The organic and duff layers shall not be removed.
5. Buffer strips shall be maintained in a reasonably natural state.
- a. Clearing of dead and diseased trees may occur. Additional trees, native to the locale, having a height of at least 4 feet and capable of growing to at least 20 feet in height will be added where clearing creates canopy openings larger than 250 square feet.
- b. The underlying vegetation, and the organic and duff layers shall not be removed.
6. Buildings and other "structures" (See Article XII. Definitions) must be set back a minimum of 75 feet from the upland edge or high water mark of streams, ponds, vernal pools and high value wetlands.
7. Buildings and other structures must be set back a minimum of 50 feet from all low value wetlands. A buffer strip as described in subsections 4 and 5 above shall be maintained within 25 feet of all low value wetlands.
8. Permanent markers shall be installed a minimum of every 100 feet along the upland boundary of all buffers. The Board may require additional markers if necessary to clearly identify the upland boundary of the buffers.

D. Plan Submittals: When buffers are required pursuant to these provisions the following site plan submittals shall be required for all activities requiring Subdivision Review or Site Plan Review.

1. The site plan shall show identified wetland types, the layout of the buffer and the topography of the site. The extent of existing and proposed vegetation and the pre- and post- development topography will be shown on the plan.
2. Description of existing vegetation in the proposed buffer area.
3. If a new buffer is proposed, a description of how the buffer will be developed.
4. Description of provisions for maintenance of the buffer area including restrictions on earth moving and vegetative clearing.
5. List of deed restrictions and covenants to be included in deed to all affected properties or lots. A drawing with the buffer location and markers shall be attached to the deed.
6. Plat with buffer location, marker locations, maintenance provisions, and list of deed restrictions and/or covenants.

E. Exemptions:

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

1. Buffers and setbacks are not required adjacent to the following areas:
 - a. Swales and ditches, and impoundments created for drainage purposes;
 - b. Artificial impoundments of streams constructed prior to the enactment of this Ordinance;
 - c. Low value wetlands, averaging 30 feet or less in width, as determined by measuring the width of 5 evenly spaced sections, that function primarily as drainage swales in upland areas.
2. Buffers and setbacks do not apply to the following projects:
 - a. Storm water management facilities
 - b. Road crossings, bridges, culverts, and the installation of utilities needed to access property on the other side of wetlands and bodies of water;
 - c. Docks, boat ramps, and other structures necessary for direct access to water bodies.

SECTION 10-4. BUILDING DESIGN STANDARDS

A. Applicability: The following standards apply to all multiplex developments, and all commercial, industrial, institutional and other non-residential development that requires site plan approval.

B. Standards:

1. New structures and additions to or expansions of existing structures shall be designed and constructed so that they are visually integrated with existing buildings and features, both on the site and on adjacent properties, with respect to size, scale, building materials and setbacks from streets.
2. No less than 20 percent of the front façade of any building shall be window area.
3. Minimum front yard building setback: 20 feet
4. Parking is permitted only to the sides or to the rear of buildings. No such parking shall be permitted in the area between the street on which the building fronts and a line parallel to the street intersecting the front of the building at its greatest distance from the street line, and paving shall not cover more than 25 percent of such area. The use of shared parking, shared driveways and the cross-connection of parking lots is strongly encouraged. This paragraph shall not require the relocation of parking spaces existing on the effective date of this Ordinance (June 14, 2005).
5. **Drive-Through Facilities¹:** Any use that provides drive-through service must be located and designed to minimize the impact on neighboring properties and traffic circulation. No drive-through facility shall be located in the area of the site adjacent to a residential use. Communication systems must not be audible on adjacent properties in residential use. Vehicular access to the drive-through shall be through a separate lane that prevents vehicle queuing within normal parking areas. Adequate queuing space must be provided to prevent any vehicles from having to wait on a public street, within the entry from the street, or within designated parking areas. The drive-through must not interfere with any sidewalk or bicycle path.

SECTION 10-5. COMMUNITY FACILITIES IMPACT ANALYSIS AND MITIGATION

After reviewing the complete application and receiving comments as deemed appropriate by the Planning Board, the Board may require the applicant to conduct an analysis of the impact of the proposed development upon the environment, public or municipal facilities and services including, but not limited to, schools, sewer, water, streets, solid waste and drainage, or mitigating any negative impact on the said environment, public or municipal facilities or services, or decline in the level of such services resulting from the proposed development. Once completed, the analysis shall be submitted to the Planning Board and any other appropriate public agency, board or department for review and comment. When it is demonstrated that the proposed development will result in a negative impact to the environment or to the community facilities or services, the Planning Board may require the applicant to make appropriate

¹ Drive through eateries are prohibited; drive through bank tellers are conditional uses in Village Center District

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

improvement to the environment or to the community facilities or services, or to provide for acceptable improvements as a condition of plan approval. Should the application or plans for the proposed development necessitate retaining the services of outside professional expertise by the Planning Board to review same, the costs shall be borne by the applicant.

SECTION 10-6. EROSION AND SEDIMENTATION CONTROL

A. All subdivision, building, site, and roadway designs and layouts must harmonize with existing topography and conserve desirable natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Parking lots on sloped sites must be terraced to avoid undue cut and fill. Natural vegetation must be preserved and protected wherever possible.

B. Erosion and sedimentation control measures shall be designed and implemented according to the “*Maine Erosion and Sedimentation Control Best Management Practices*” by the Maine Department of Environmental Protection (most current edition); except to the extent a specific provision on this Ordinance is more restrictive than the provision in this reference manual.

1. Stripping of vegetation, soil removal, and re-grading or other development shall be accomplished in such a way as to minimize erosion.
2. The duration of soil exposure of the disturbed area shall be kept to a practical minimum. In environmentally sensitive areas, within 100 feet of bodies of water or a wetland, soils may not be left exposed for more than 7 days.
3. Temporary vegetation, organic mulches (hay, straw, wood chips, etc.), chemical mulches (wood fiber emulsions), siltation fabrics, and/or mats, or combinations thereof, shall be used to protect exposed areas during development. Environmentally sensitive areas shall be protected by silt fencing and additional temporary measures at all times.
4. Permanent (final) vegetation and mechanical erosion control measures shall be installed prior to the completion of construction, but no later than 30 days after completion of the construction.
5. Until a disturbed area is stabilized, sediment in the runoff water shall be trapped by the use of sediment basins or silt traps. The discharge from the basin should be sheet flow through a vegetated filter strip.
6. The top of a cut or the bottom of a fill section shall not be closer than 10 feet to an adjoining property unless otherwise mutually agreed to by the affected landowner and the town but in no instance shall said cut or fill exceed a 2:1 slope.
7. During grading operations, methods of dust control shall be employed.
8. On slopes greater than 25 percent there shall be no grading or filling within 100 feet of the normal high water mark of a water body except to protect the shoreline and prevent erosion.
9. All erosion control measures shall be monitored periodically by the applicant and inspected after each rainstorm for signs of failure (erosion, displacement or mulch, etc.). If any of the soil is exposed, re-mulching is required. If erosion or washouts occur, the area must be re-graded and preventative measures re-installed. The site shall be monitored until 95 percent of the permanent grasses or other vegetation is firmly established.

C. Soil Erosion and Control Plan: The Code Enforcement Officer or Planning Board shall require a written soil erosion and sedimentation control plan when the disturbed area is larger than 20,000 square feet per acre. A written soil erosion and sedimentation control plan shall be required for all developments that remove the natural vegetation and disturb the soil within the Royal River Corridor Overlay District.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

SECTION 10-7. EMISSIONS

Emission of dust, ash, smoke or other particulate matter which can cause damage to human or animal health, vegetation or property by reason of concentration or toxicity, or which can cause soiling beyond property boundaries shall be prohibited. The emission of non-farming odors in such quantities, as determined by the CEO, to be offensive at the lot boundaries, is prohibited. Residential heating devices are exempt from these requirements.

SECTION 10-8. EXTERIOR LIGHTING

A. The proposed development must have adequate exterior lighting to provide for its safe use during nighttime hours, if such use is contemplated.

B. The permitting authority (CEO, Planning Board) may require street lighting along streets, parking areas, at intersections and crosswalks and where various types of circulation systems merge, intersect or split.

C. Lighting may be used which serves security, safety and operational needs but which does not directly or indirectly produce deleterious effects on abutting properties or which would impair the vision of a vehicle operator on adjacent roadways.

D. Lighting fixtures must be shielded or hooded so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings and so that they do not unnecessarily light the night sky. Direct or indirect illumination must not exceed 0.5 foot-candles at the lot line or upon abutting residential properties.

E. Blinking lights are prohibited, unless they are necessary for safety reasons.

F. The maximum height of freestanding lighting shall be the same as the principal building or not exceed 35 feet.

G. Spot light type fixtures attached to buildings shall be prohibited unless there is a demonstrated safety or security need for them.

SECTION 10-9. FINANCIAL AND TECHNICAL CAPACITY

A. The applicant shall have adequate financial resources to construct the proposed improvements and meet the standards of these regulations. When the applicant proposes to construct the buildings as well as the development improvements, the applicant shall have adequate financial resources to construct the total development. In making the above determinations the Board shall consider the proposed time frame for construction and the effects of inflation. Evidence of financial capacity should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed or available, and individual's or institution's interest in financing the project or in the form of a letter from a certified accountant or annual report indicating that the applicant has adequate cash flow to cover anticipated costs.

B. The applicant shall retain qualified contractors and consultants to supervise, construct and inspect the required improvements in the proposed development. In determining the applicant's technical ability the Board shall consider the applicant's previous experience, the experience and training of the applicant's consultants and contractors, and the existence of violations of previous approvals granted to the applicant.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

SECTION 10-10. FLOODPLAIN MANAGEMENT

A. If any portion of the site is located within a 100-year floodplain area as identified by the Federal Emergency Management Agency on the Flood Insurance Rate Maps and the Flood Hazard Boundary Maps (most recent versions), all use and development of that portion of the site must be consistent with the town's Floodplain Management Ordinance.

B. Development/Subdivision Requirement: All subdivisions shall include written certification as to the location of the 100-year floodplain boundary to include a map of the 100-year floodplain boundary overlaid onto a U.S.G.S. Quadrangle Map or other topographic map by a professional land surveyor, registered professional engineer or architect. The determination shall be based on engineering practices recognized by the Federal Emergency Management Agency (FEMA) and the provisions of the town's Floodplain Management Ordinance, including the most recent FEMA maps for the town. All proposals include base flood elevations, flood boundaries, and, in a riverine 100-year floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.

C. Building Prohibited on Floodplains:

1. Buildings are prohibited within the 100-year floodplain area as identified by the Federal Emergency Management Agency on the town's Flood Insurance Rate Maps and Flood Hazard Boundary Maps.
2. The development plan should include a statement that building is prohibited on the 100-year floodplain, and the restriction shall be included in any deed, lease, purchase and sale agreement, or document transferring or expressing intent to transfer any interest in real estate or structure.
3. 100-year floodplains may be used as woodlands, grassland, pastureland and for passive outdoor recreation.
4. Piers, docks, wharves, bridges and boat ramps and associated parking are permitted within the 100-year floodplain pursuant to Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards and the town's Floodplain Management Ordinance.

SECTION 10-11. HAZARDOUS, SPECIAL, AND RADIOACTIVE MATERIALS

A. The handling, storage, and use of all materials identified by the standards of a federal or state agency as hazardous, special or radioactive must be done in accordance with the standards of these agencies. No flammable or explosive liquids, solids or gases shall be stored in bulk above ground unless they are located at least 75 feet from any lot line, or 40 feet in the case of underground storage. All materials must be stored in a manner and location that is in compliance with appropriate rules and regulations of the Maine Department of Public Safety and other appropriate federal, state, and local regulations.

B. Reporting Requirement: Commercial, industrial and other activities that utilize, store or dispose of "reportable" quantities of hazardous or toxic materials shall submit an annual certification that these materials are being handled so as to prevent environmental degradation. "Reportable" means that these companies must file a report with the Maine Department of Environmental Protection.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

SECTION 10-12. HISTORIC AND ARCHAEOLOGICAL SITES

A. If any portion of the site has been identified as containing historic or archaeological resources listed on the National Register of Historic Places, or preliminarily determined to be eligible for listing on the Register, the development must include appropriate measures for protecting these resources, including but not limited to modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

B. Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the CEO or Planning Board shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment, at least 30 days prior to action being taken by the permitting authority. The permitting authority shall consider comments received from the Commission prior to rendering a decision on the application.

SECTION 10-13. LANDSCAPING, BUFFERS AND SCREENING

A. Purpose: The purpose of landscaping, buffers and screening is to define, soften and/or screen the appearance of off-street parking areas or other uses from the public right-of-way and abutting properties, to enhance the physical design of the building(s) and site, and to minimize the encroachment of the proposed use on neighboring land uses.

B. Standards:

1. Landscaping:

- a.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas.
- b.** Landscaping shall be provided along public roads, in public areas, in recreation sites and adjacent to buildings.
- c.** Deciduous trees should have at least a two-inch caliper at planting and evergreens should be at least four feet tall. Wherever possible, existing large trees should be clumps of trees rather than individual ones. Invasive plants species should be avoided.
- d.** Landscaping shall be provided as part of the overall site plan design and integrated into building arrangements, topography, parking and buffering requirements. Landscaping shall include trees, bushes, shrubs, ground cover, perennials, annuals, plats, grading and the use of building and paving materials in an imaginative manner.

2. Buffers and Screening:

- a.** Development must provide for the buffering of adjacent uses where there is a transition from one type of use to another use and for screening of mechanical equipment and service and storage areas.
- b.** Buffering must be designed to provide a year-round visual screen in order to minimize adverse impacts. It may consist of fencing, evergreens, berms, rocks, boulders, mounds, or a combination thereof.
- c.** Landscaping around and within parking lots shades hot surfaces and visually “softens” the hard surface look of parking areas. Parking areas must be designed and landscaped to create a pedestrian-friendly environment. A landscaped border must be created around parking lots. Any parking lot containing 10 or more parking spaces must include one or more landscaped islands within the interior of the lot. There must be at least one island for every 20 spaces. Landscaping must screen the parking area from adjacent residential uses and from the street. Sight vision, safety and appearance should be considered in determining landscaping plans.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

- d. Garbage collection areas, utility storage areas and similar accessory areas and structures should be buffered.
- e. A development must provide sufficient buffering when topographical or other barriers do not provide reasonable screening and where there is a need to: shield neighboring properties from any adverse external effects of the development, or shield the development from the impact of adjacent uses.
- f. The width of the buffer may vary depending on the treatment of the area. Within densely built-up areas, a buffer with dense plantings, fencing, or changes in grade may be as little as 5 feet in width. A buffer with moderate levels of planting should be 10 feet to 15 feet in width. In suburban and rural settings, the width of the vegetated buffer should be increased to a minimum of 25 feet. Areas adjacent to service, loading, or storage areas should be screened by dense planting, berms, fencing, or a combination thereof with a width of a minimum of 5 feet.

SECTION 10-14. NATURAL BEAUTY AND AESTHETICS IN THE FARM AND FOREST DISTRICT, RESIDENTIAL SHORELAND DISTRICT AND RESOURCE PROTECTION DISTRICT

In the Farm and Forest District, Residential Shoreland District and Resource Protection District, development in which the land cover type at the time of application is forested shall maintain a wooded buffer strip no less than 50 feet in width along all existing public roads. The buffer may be broken only for driveways and streets. To the extent practical, building locations shall be at the periphery of open fields, and shall be located within forested portions of the development. When the development contains no forest or insufficient forested portions to include all buildings, the development shall be designed to minimize the appearance of buildings when viewed from existing public streets.

SECTION 10-15. NOISE

A. The development must control noise levels such that it will not create a nuisance for neighboring properties.

B. The maximum permissible sound pressure level of any continuous, regular or frequent or intermittent source of sound produced by any activity on the site shall be limited by the time period and by the abutting land use as listed below. Sound levels shall be measured at least 4 feet above ground at the property boundary of the source.

Sound Pressure Level Limits Using The Sound Equivalent Level of One Minute (leq 1) (Measured in dB(a) Scale)		
Abutting Use	6 a.m. to 10 p.m.	10 p.m. to 6 a.m.
Residential	55	45
Public, Semipublic and Institutional	60	55
Vacant or Rural	60	55
Commercial	65	55
Industrial	70	60

C. Noise shall be measured by a meter set on the A-weighted response scale, fast response. The meter shall meet the American National Standards Institute (ANSI S1 4- 1961) 'American Standards Specification for General Purpose Sound Level Meters'.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

SECTION 10-16. SEWAGE DISPOSAL

A. Subsurface Sewage Disposal:

1. All subsurface sewage disposal systems shall be installed in conformance with the State of Maine Subsurface Wastewater Disposal Rules (Rules). The applicant shall submit evidence of site suitability for subsurface sewage disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the Rules. When sewage disposal is to be accomplished by sub-surface sewage disposal systems, test pit analysis, prepared by a licensed Site Evaluator shall be provided. A map indicating the location of all test pits dug on the site shall be submitted.
2. No on-site sewage treatment and disposal system greater than 2,000 gallon-per-day capacity shall be approved until the applicant has conducted a hydrogeologic assessment pursuant to Section 10-24. Water Quality, Subsection D. that demonstrates the following:
 - a. The soils are suitable for the expected volume and characteristics of the waste;
 - b. The direction of groundwater flow and subsurface conditions are such as not to imperil proposed on-site and off-site water supplies; and
 - c. The quality of groundwater at the property line is maintained within federal drinking water standards. The applicant shall base hydrogeologic assessment on soil borings and monitoring wells sufficient to document existing soil, bedrock and groundwater conditions.
 - d. As a condition of approval, the applicant may be required to install monitoring wells prior to the installation of the subsurface sewage disposal system. The location of the monitoring wells and recommendations for sampling and analysis shall be prepared by a Maine Certified Geologist. The sampling and analysis shall continue for an appropriate time period to demonstrate that groundwater quality is maintained.
 - e. The applicant may also be required to submit copy of the operations and maintenance manual for the subsurface wastewater disposal system.

B. Public Sewer System Disposal:

1. Sewer lines that connect to a municipal sewer system shall not be permitted in the Farm and Forest District, Residential Shoreland District or Resource Protection District. The Planning Board may waive this provision for developments proposed for the “Transitional Residential District” as described within the Comprehensive Plan.
2. In cases where municipal sewerage is proposed, the system shall conform to the standards of the servicing sewer district. The reviewing entity shall require a statement from the sewer district that states whether capacity is available for the project.

SECTION 10-17. SIGNS

A. The size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties and shall not constitute hazards to vehicles and pedestrians. All materials, illumination colors, lettering styles, locations of signs on the site or building shall be consistent with and proportional to the structures on the site. Signs shall be located so as not to create a hazard, particularly at intersections. The locations shall be selected in terms of visibility.

B. In the Village Center District signs should be compatible with the village character, and placed on the building, unless visibility is impaired and a freestanding sign is the best option.

C. Signs shall relate to the premises on which they are located and shall only identify the occupant of the premises or advertise the service available within the premises.

D. Signs shall be no larger than 24 square feet in area.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

E. Signs shall not be installed above the roofline of a building. The top edge of any freestanding sign shall not be higher than 20 feet vertical measure above the grade of the street nearest the sign support(s).

F. For traffic safety, where vision may be obscured entering a public road, the whole of the sign board or display elements of any freestanding sign shall be either below 3 feet in height or above 10 feet in height of the road grade. A freestanding sign may be located within the front yard space, but as not to create a traffic hazard. Freestanding signs shall not be located within the street right-of-way.

G. Any sign that is attached to a structure, which overhangs a pedestrian walkway or public sidewalk, shall not extend beyond 5 feet of the structure face to which it is attached.

H. All signs shall be properly maintained. Any sign now or hereafter existing that no longer advertises a bona fide business conducted, an activity or campaign, shall be taken down and removed by the owner, agent, or person having the beneficial use of the building structure, or lot. Within 10 days after written notification from the CEO and, upon failure to comply with such notice within the time specified in such order, the CEO is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure, or lot to which such sign is attached.

I. Signs may be illuminated by shielded, non-flashing, non-moving lights. Internally illuminated signs are prohibited. All lighting must be angled and shielded so that it does not directly illuminate adjacent properties. All exterior lighting (including signage lighting) shall be turned on no earlier than one hour before opening of business and turned off no later than one hour after the closing of business (except for necessary security lighting approved by the CEO or Planning Board. All lighting shall comply with any design guidelines for foot-candles and height requirements adopted by the Planning Board.

J. Nonconforming Signs: All nonconforming signs may continue to be used and maintained. When nonconforming signs are replaced, they must be replaced with signs that conform to these requirements.

K. Special Event Signs: Special event signs shall be permitted with written permission from the property owner as long as these signs are erected no sooner than 4 weeks prior to the event being advertised. All special event signs must be removed within one week following the event being advertised. Such signs shall be located and erected so as not to create a traffic hazard.

L. Home Occupation Signs: See Section 11-4. Home Occupations.

M. Signs in the Resource Protection District and the Residential Shoreland District shall also meet the requirements in Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.

SECTION 10-18. SOIL SUITABILITY

No land alteration or development shall be permitted in any area where the soil is rated severe or very severe for the proposed activity, according to the Cumberland County Soil Suitability Guide of the U.S. Resource Conservation Service, unless satisfactory on-site evidence is presented to the CEO or Planning Board, with the application for a permit, that construction methods will overcome any pertinent soil inadequacies. If modification of the soil is made meeting the requirements of U.S. Resource Conservation Service for upgrading the area to a rating of “fair” or high, building on the soils initially rated as poor or lower may be permitted.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

SECTION 10-19. SOLID WASTE DISPOSAL

A. Proposed developments must provide for adequate disposal of solid wastes, including shingles, lumber, stumps and other construction debris. All solid waste must be disposed of at a licensed disposal facility having adequate capacity to accept the project's wastes.

B. If additional solid waste from the proposed development exceeds the capacity of the municipal solid waste disposal services, causes the town to no longer be in compliance with its license from the Department of Environmental Protection, or causes the town to exceed its contract with a non-municipal facility, the applicant shall make alternative arrangements for the disposal of solid waste. The alternative arrangements shall be at a disposal site, which is in compliance with its license. The Planning Board may not require the alternative arrangement to exceed a period of 5 years.

SECTION 10-20. STORAGE OF MATERIALS

A. Exposed non-residential storage areas, exposed machinery, and areas used for the storage or collection of discarded automobiles, auto parts, metals or other articles of salvage or refuse must have sufficient setbacks and screening (such as a stockade fence or a dense evergreen hedge) to provide a visual buffer sufficient to minimize their impact on abutting residential uses and users of public roads.

B. All dumpsters or similar large collection receptacles for trash or other wastes must be located on level surfaces that are paved or graveled. Where the dumpster or receptacle is located in a yard which abuts a residential or institutional use or a public road, it must be screened by fencing or landscaping.

C. Where a potential safety hazard to children is likely to arise, physical screening sufficient to deter small children from entering the premises must be provided and maintained in good condition.

D. All buffers and screening shall be in accordance with Section 10-13. Landscaping, Buffers and Screening

SECTION 10-21. STORM WATER CONTROL

A. All new construction and development shall be designed to minimize increases in peak rates of storm water runoff from the site in excess of the natural predevelopment conditions. Adequate provisions must be made for the collection and disposal of all storm water that runs off proposed roads, parking areas, roofs, and other surfaces, through a storm water drainage system and maintenance plan, which must not have adverse impacts on abutting or downstream properties. Peak discharge rates should be limited to the predevelopment levels for the 2-year, 10-year, and 25-year frequency, 24-hour duration storm. Where possible, existing natural runoff control features, such as berms, swales, terraces and wooded areas, shall be retained in order to reduce runoff and encourage infiltration of storm waters. The best management practices as set forth by the Maine Department of Environmental Protection shall be used as a guide for compliance with this requirement, except to the extent a specific provision on this Ordinance is more restrictive than the provision in this reference manual.

B. Requirements: The Planning Board may require the installation of ditches, catch basins, piping systems, and other appurtenances for the conveyance, control, or disposal of surface waters. The Planning Board shall require the preparation of a storm water management plan by a Maine registered professional engineer when more than 20,000 square feet of land is to be disturbed.

In addition, the Planning Board may require the following:

- 1.** Where a development is traversed by a stream, river or surface water drainage-way, or where the Board believes that surface water runoff to be created by the development should be controlled,

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

there shall be provided easements or drainage rights-of-way with swales, culverts, catch basins or other means of channeling surface water within the subdivision and over other properties. The storm water management system shall be designed by a Maine registered professional engineer.

2. Drainage easements for existing water courses or proposed drainage ways at least 30 feet wide shall be provided and indicated on the plan conforming substantially with the lines of existing natural drainage.
3. The biological and chemical properties of the receiving waters must not be degraded by the storm water runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required, especially where the development storm water discharges within the Groundwater Protection Overlay District.
4. The developer shall provide a statement from the designing engineer that the proposed development will not create erosion, drainage or runoff problems either in the development or in other properties. The peak runoff from the development onto other properties shall not be increased.
5. Storm water runoff control systems shall be designed in conformance with the town's Roadway Criteria and Specifications (most current version) as applicable.
6. **Maintenance Plan:** Storm water runoff control systems shall be maintained as necessary to ensure proper functioning over the long-term. The Planning Board may require that a written maintenance plan be submitted with the Plan.

SECTION 10-22. RECREATION AND OPEN SPACE LAND IN DEVELOPMENTS

A. Applicability and Purpose: This section is applicable to developments proposed for the Village Center District and the Village Residential District. The purpose of these provisions is to provide for the development of useable open space and recreation land within residential neighborhoods, to include, but not limited to: playgrounds, ball fields, picnic areas, passive open space, and networks of inter-connected trails, walkways and bicycle paths. Landscaping of these areas should be designed to enhance their use for recreation while providing privacy for individual homeowners.

B. Retention of Useable Open Space and Recreation Land in Residential Developments:

1. The Planning Board shall require the reservation of land for proposed or future parks, playgrounds, trails, walkways, bicycle paths, or conservation areas to benefit the residents of the proposed development and the general public. Reserved land must be of suitable dimension, topography and general character for the proposed recreational use and must be reasonably accessible to residents of the development and the public. This land shall be designated as Common Open Space and Recreation Land.
2. The percentage of useable open space and/or recreational land to be reserved shall depend on the identified needs for outdoor recreation in the portion of the town in which the development is located, the proposed lot sizes within the development, the expected demographic makeup of the occupants of the development, and the site characteristics. The following table provides guidelines for determining the amount of useable open space and recreation land that should be set-aside in developments.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

Guidelines for the Percentage of Total Parcel to be Reserved for Common Open Space and Recreation Land		
Type of Development	Average Size of Lots	Percentage of Total Parcel to be Reserved
Single Family Lots	80,000 square feet or greater	1.6%
	40,000 square feet	3.3%
	20,000 square feet	6.5%
	15,000 square feet	8.7%
	10,000 square feet	13.0%
Multi-family units (Duplex & Multiplex)		1,300 square feet per unit

C. Waivers for Minor Subdivisions: The Planning Board may waive this requirement for minor subdivisions if the Planning Board makes a written finding, supported by an explanation, that the useable open space and/or recreation land is not necessary due to the location of the proposed development near existing publicly accessible open space/recreation land; or where there are no opportunities to contribute to a network of open space land, or inter-connected trails, walkways and/or bicycle paths. The applicant must submit a written request for the waiver and provide the evidence necessary for the Planning Board to make its written findings.

D. Ownership and Maintenance of Common Open Space and/or Recreation Land:

1. All common open space and/or recreation land, facilities and property shall be owned by:
 - a. The owners of the lots or dwelling units by means of a lot owners' association;
 - b. An association which has as its principal purpose the conservation or preservation of land in essentially its natural condition; or
 - c. The town.
2. Further subdivision of the common open space and/or recreation land and its use for other than non-commercial recreation, agriculture, forestry and/or conservation purposes, except for easements for underground utilities and subsurface wastewater disposal systems, shall be prohibited. Structures and buildings accessory to non-commercial recreational or conservation uses may be erected on the common land. When open space is to be owned by an entity other than the town, there shall be a conservation easement deeded to the town prohibiting future development.
3. **Monitoring Fee:** The Planning Board may require a fee for the on going monitoring of the management of the common open space and/or recreation land, in compliance with the requirements of the approved plan.

E. Homeowners Association Requirements: Any homeowner's association shall be established pursuant to Section 11-10. Home Owner/Property Owner's Associations.

SECTION 10-23. WATER SUPPLY

A. Public Water Supply: When a proposed development is to be served by a public water system, the complete supply system, including fire hydrants (if necessary), shall be installed at the expense of the developer.

1. The developer shall provide a written statement from the Yarmouth Water District that adequate supply and pressure for both domestic and fire fighting purposes can be provided without placing an undue burden on the source, treatment facilities, or distribution system involved. The developer shall be responsible for paying the costs of system improvements necessary to serve the subdivision or development.

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

2. The complete design and construction of the system, including the materials, size and location of mains, gate valves, hydrants, and service connections shall be reviewed and approved in writing by the Yarmouth Water District and the North Yarmouth Fire Chief.

B. Required Connection to Public Water Supply: The Planning Board may require that any development that is located within 1,000 feet of an existing or planned water line of the Yarmouth Water District make provisions for connection to the public system. Any such installation shall meet the specifications and be approved by the Yarmouth Water District prior to installation. When public water supply service will not be available at the time of construction of the development, the Planning Board may require a “capped system” to allow future connection when service becomes available. Any such installation shall be approved by and meet the specifications of the Yarmouth Water District prior to installation.

C. Individual Wells: Individual wells shall be sited and constructed to prevent infiltration of surface water, and contamination from subsurface wastewater disposal systems and other sources of potential contamination. Lot design shall permit placement of wells and subsurface wastewater disposal areas in compliance with the Maine Subsurface Wastewater Disposal Laws. Due to the increased chance of contamination from surface water, new dug wells shall be prohibited on lots of smaller than one acre, unless evidence is presented by a certified hydrogeologist or similar expert assuring that a dug well can be safely utilized on the lot. New dug wells shall not be constructed within 100 feet of the traveled way of any public road if located downhill (where the average gradient is in excess of 3 percent) from the public road, or within 50 feet of the traveled way of any public road if located uphill of the public road. This restriction shall be included as a note on the plan and deed restriction to the effected lots. The location of wells and subsurface wastewater disposal systems shall be shown on the Final Plan.

D. Fire Protection:

1. Fire hydrants connected to a public water supply system shall be located no further than 500 feet from any building.
2. A minimum storage capacity of 10,000 gallons shall be provided for a subdivision not served by a public water supply. Additional storage of 2,000 gallons per lot or principal building shall be provided. The Planning Board may require additional storage capacity upon a recommendation from the Fire Chief. Where ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest water level less an equivalent of three feet of ice.
3. Hydrants or other provisions for drafting water shall be provided to the specifications of the North Yarmouth Fire Department. Minimum pipe size connecting dry hydrants to ponds or storage vaults shall be six inches.
4. Where the dry hydrant or other water source is not within the right-of-way of a proposed or existing street, an easement to the town shall be provided to allow access. A suitable access way to the hydrant or other water source shall be constructed.

SECTION 10-24. WATER QUALITY

A. Water Quality: No activity shall deposit on or into the ground or discharge to the waters of the state any pollutant that, by itself or in combination with other activities or substances, will impair designated uses, including existing and potential groundwater supplies, or the water classification of the water body.

1. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant, or aquatic life.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

2. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials, must meet the standards of the Maine Department of Environmental Protection and the Maine Fire Marshall's Office.
3. Developments shall not discharge wastewater to a water body without a license from the Maine Department of Environmental Protection.
4. Discharges of storm water shall be treated to remove oil, grease, and sediment prior to discharge into surface waters.

B. Groundwater: Land use activities must not adversely impact either the quality or quantity of groundwater available to abutting properties or to public water supply systems. Applicants whose projects involve on-site water supply or sewage disposal systems with a capacity of 2,000 gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of Maine. Ground water withdrawals by proposed land use activities shall not lower the water table beyond the boundaries of the development in a way that would impair or significantly diminish the permissible use of groundwater on land outside the development.

C. Wellhead Protection: No activity shall be sited so as to contaminate or otherwise negatively impact public or private water supplies. Proposed uses, such as junkyards, automobile graveyards, bulk storage of petroleum products, automobile repair and service stations must be located at least 500 feet from existing private and public water supplies. Underground fuel storage tanks must be located 1,000 feet from public water supply wells, and septic systems must be located at least 300 feet from public water supply wells. Any uses proposed to be located within the **Groundwater Protection Overlay District** must comply with the requirements of Section 9-2. Groundwater Protection Overlay District: Best Management Practices.

D. Requirements for Hydrogeologic Assessments: When a hydrogeologic assessment is required, the assessment shall contain at least the following information:

1. A map showing the basic soils types to a Class A (high intensity) Soil Survey
2. The depth to the water table at representative points throughout the development
3. Drainage conditions throughout the development
4. Data on the existing groundwater quality, either from test wells in the development or from existing wells on neighboring properties
5. An analysis and evaluation of the effect of the development on groundwater resources. In the case of residential developments, the evaluation shall, at a minimum, include a projection of post development nitrate-nitrogen concentrations at any wells within the development, or at the development boundaries; or at a distance of 1,000 feet from potential contamination sources, whichever is a shortest distance
6. A map showing the location of any subsurface wastewater disposal systems and drinking water wells within the development and within 200 feet of the development boundaries

E. Projections of groundwater quality shall be based on the assumption of drought conditions (assuming 60 percent of annual average precipitation).

F. No development shall increase any contaminant concentration in the groundwater to more than one half of the Primary Drinking Water Standards. No subdivision or development shall increase any contaminant concentration in the ground water to more than the Secondary Drinking Water Standards.

G. If groundwater contains contaminants in excess of the primary standards, and the subdivision is to be served by on-site ground water supplies, the applicant shall demonstrate how water quality will be improved or treated.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

H. If groundwater contains contaminants in excess of the secondary standards, the subdivision shall not cause the concentration of the parameters in question to rise above the ambient concentration.

I. Subsurface wastewater disposal systems and drinking water wells shall be constructed as shown on the map submitted with the assessment. If construction standards for drinking water wells or other measures to reduce groundwater contamination and protect drinking water supplies are recommended in the assessment, those standards shall be included as a note on the final plan, and as restrictions in the deeds to the affected lots.

J. The locations of approved subsurface wastewater disposal systems and drinking water well zones shall be shown on the final plan.

SECTION 10-25. PROTECTION OF SIGNIFICANT WILDLIFE HABITAT

A. Developments shall be designed to protect and conserve important wildlife habitat to the greatest extent feasible. Significant wildlife habitats include, but are not be limited to, areas identified and mapped in the Comprehensive Plan and the Beginning with Habitat Program, and by the Maine Department of Inland Fisheries and Wildlife, including habitats for endangered or threatened species, waterfowl and wading bird habitat, shorebird habitat, deer wintering areas, stream and brook wildlife corridors, and other important wildlife habitats. Other significant wildlife habitats may be identified through on-site field investigation.

B. Applicants shall utilize maps and information from the aforementioned sources to identify and map wildlife habitats within proposed subdivisions and developments. These areas shall be shown on development plans. Proposed developments shall be designed to avoid and/or mitigate adverse impacts to wildlife and identified wildlife habitats.

C. Since wildlife management must take into account many site-specific variables, applicants proposing to develop land within or adjacent to identified wildlife resources must consult with the North Yarmouth Conservation Commission, Maine Department of Inland Fisheries and Wildlife or a wildlife biologist certified by the Wildlife Society and approved by the Planning Board, and obtain a written report to submit with the application. This report shall assess the potential impact of the development on the significant habitat and shall describe appropriate mitigation measures to ensure that the subdivision/development will have no/minimal adverse impacts on the habitat and the species the habitat supports.

D. Deer Wintering Areas: The Planning Board may require a management plan for high and moderate value deer wintering areas prepared by a wildlife biologist, who has been selected or approved by the Planning Board.

E. The Planning Board may require deed restrictions and notes on the final plan to reflect any requirements for wildlife protection and or mitigation.

SECTION 10-26. PUBLIC ACCESS TO THE SHORELINE

Any existing public rights of access to the shoreline of a water body shall be maintained by means of easements or rights-of-way, or should be included in the open space with provisions made for continued public access. For the purposes of this section “water body” shall include the Royal River, Chandler Brook, the East Branch, Knight’s Pond, the Deer Brook wetland, and those sections of Toddy Brook, Deer Brook, Pratt’s Brook and an unnamed tributary to Chandler Brook that are zoned as Resource

**Article X. Performance and Design Standards for
Site Plan Review and Subdivision Review**

Protection District.

SECTION 10-27. BACK LOTS AND ACCESS

A. Single-family dwellings, duplex dwellings and non-residential structures shall be permitted on back lots provided they are served by a private right-of-way no less than 50 feet wide, and subject to the following conditions:

1. Back lots must be served by a right-of-way of at least 50 feet in width. The street frontage on the 50-foot right-of-way serving a back lot shall not be included in calculating minimum street frontage for the adjacent lots fronting on a public street.
2. All residential and other lots with buildings for human occupation shall have adequate access roads for emergency vehicles to enter, turn around, and exit.
3. Where a lot is in existence and is provided by a private right-of-way recorded at the Cumberland County Registry of Deeds prior to the adoption of this Ordinance (June 14, 2005), and expansion of the right-of-way is not possible, a right-of-way of 50 feet will not be required.
4. Back lots shall be prohibited in subdivisions after the adoption of this Ordinance (June 14, 2005).
5. **Private Roads Serving Three or More Residential Units and/or Non-residential Uses:** This subsection is applicable to situations that do not meet the definition of a subdivision. Any access road serving three or more lots shall be constructed within a right-of way with a minimum width of 50 feet, and with a minimum traveled way width of 18 feet. Drainage culverts at the intersection of the access road and the public street shall be no less than 15 inch aluminized corrugated metal pipe or equivalent as determined by the North Yarmouth Road Commissioner. The access road shall be built to maintain a minimum depth of 15 inches of bank-run gravel and have drainage ditches and culverts at all appropriate points.
6. **In the Farm and Forest District, Residential Shoreland District and Resource Protection District,** back lots shall require a buildable lot containing no less than 4 acres for a single family dwelling unit or non-residential principal structure, and no less than 6 acres for a duplex or two non-residential principal structures, and a minimum lot width of 200 feet. No dwelling unit or other principal structure shall be erected on a back lot closer than 250 feet to an existing public street in these districts.
7. **In the Village Center District and Village Residential District,** residential back lots shall meet the dimensional requirements for the District, and non-residential back lots shall be a minimum of 1 acre in size.

SECTION 10-28. ACCESS MANAGEMENT STANDARDS

A. Applicability: The following access management standards are applicable to all lots and all public roads located within North Yarmouth, unless stated otherwise. Any driveway or proposed street must be designed so as to provide the minimum sight distance according to the Maine Department of Transportation standards, to the maximum extent possible.

B. Adequacy of the Public Road System: Vehicular access to the site must be on public and private roads that have adequate capacity to accommodate the additional traffic generated by the development. The Planning Board may require mitigation when the proposed development is anticipated to result in a decline in the existing level of service. Any project that generates 100 or more passenger car equivalent trips during peak hour of traffic generation, must obtain a Traffic Movement Permit from the Maine Department of Transportation pursuant to Title 23 M.R.S.A Section 704-A.

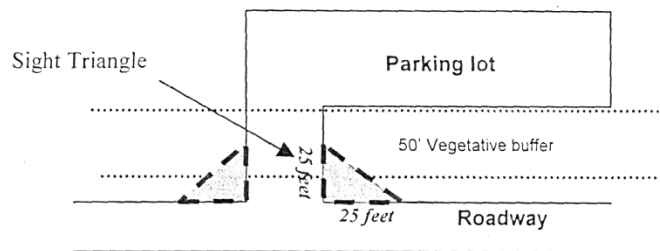
C. Safe Sight Distances:

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

1. Access shall be designed in profile and grading and located to achieve the required sight distance measured in each direction along the public road while maintaining adequate distances from adjacent driveways and intersections.
2. Measurements: for purposes of the sight distance standards, the following provisions shall apply:
 - a. The sight distance shall be based on the posted speed limit.
 - b. Measurements shall be from the driver's seat of a vehicle that is 10 feet behind the curb (or edge of shoulder) line with the height of eye $3\frac{1}{2}$ feet above the pavement and height of object $4\frac{1}{4}$ feet.
 - c. Where truck traffic from the development onto the public road is expected to be significant (e.g., industrial parks, warehousing operations, etc.) increase sight distance by 50 percent. Height of eye should be 6 feet with height of object no more than $4\frac{1}{4}$ feet.
 - d. Where recreational vehicle traffic from the development onto the public road is expected to be significant (as from a campground) increase sight distance by 25 percent. Height of eye should be at $3\frac{1}{2}$ feet with height of object no more than $4\frac{1}{4}$ feet.
4. Driveway and intersection road placement shall be such that an exiting vehicle has an unobstructed sight distance according the following schedule:

Highway Speed (MPH)	Minimum Sight Distance (Feet)
20	155
25	200
30	250
35	305
40	360
45	425
50	495
55	570
60	645

5. A "site triangle" shall be maintained 25 feet in length on each side of the intersection of the driveway and the public street or road right-of-way line, with the third side connecting the other two sides. Within each sight triangle, no landscape plants, trees, other than low growing shrubs shall be planted. These shrubs must be no more than 30 inches in height above the driveway elevation.



Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

D. Access Management and Safety Standards: Driveway and private-right-of-way access points shall be limited as follows:

1. Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows.
2. **Residential Lots** shall be as follows:
 - i. Limited to one access point per residential lot, or one access point for every 200 feet in the Farm and Forest District, Residential Shoreland District and Resource Protection District, whichever is less.
 - ii. Limited to one access point per residential lot, or one access point for every 150 feet in the Village Center District and Village Residential District, whichever is less.
3. **Commercial and Other Non-Residential Lots** shall be as follows:
 - i. Limited to two access points per lot, or one access point every 200 feet in the Farm and Forest District, Residential Shoreland District and Resource Protection District, whichever is less.
 - ii. Limited to two access points per lot, or one access point for every 150 feet in the Village Center District and Village Residential District, whichever is less.
4. **Shared Driveways:** Shared driveways shall be encouraged for adjacent sites, in order to minimize the number of driveways along public roads. The Planning Board may allow for a reduction in the minimum street frontage requirement by 10 percent when the applicant agrees to provide a common driveway/right-of-way for multiple lots and/or uses.
5. **Road, Pedestrian and Bicycle Connections Between Developments:** For all projects, provisions for vehicular circulation connections to future projects on adjacent properties shall be encouraged wherever feasible and to the maximum extent possible. Pedestrian and bicycle connections may also be required in accordance with Section 10-32. Pedestrian Ways and Bicycle Access, Circulation and Facilities. Where appropriate and feasible, shared circulation roads for major non-residential projects shall be located at least 100 feet from the main highway in order to avoid intersection conflicts. This requirement may be waived in cases where connectivity would result in the disruption of community character.
6. **Subdivisions:** Driveway access for individual lots within a subdivision shall be via an internal subdivision street; driveways shall not have direct access to existing public roads. This requirement may be waived when the Planning Board determines physical conditions particular to the parcel justify granting a waiver. Access limitations shall be noted on the plan and in the deed of each subdivision lot.
7. **Corner Lot Access:** Where a lot has frontage on two or more streets, the access to the lot shall be provided to the lot across the frontage and to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians. This requirement may be waived where the applicant demonstrates that existing site conditions preclude the location of the driveway to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians, or that the location of the driveway to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians would negatively impact a predominately residential neighborhood.
8. **Access Ways to Non-Residential Developments or to Multiplex Developments** shall be designed to avoid queuing of entering vehicles on any public road. Left lane storage capacity shall be provided to meet anticipated demand. The Planning Board may require a traffic assessment to determine if a turning lane is necessary.
9. **Driveway Turn-Around Area:** After the effective date of this Ordinance (June 14, 2005), all future driveways shall be designed with sufficient vehicle turn-around area to enable a driver to exit the premises without backing into the public road. The requirements shall be deemed to be met by an on-site parking lot with a parking aisle, or by a service or frontage road, or by the use of an on-site driveway turn-around for a single vehicle measuring at least 8 feet wide by 15 feet long.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

1 **10. Driveway Grades:** The grade of any proposed driveway should not be more than ± 3 percent for a
2 minimum of 40 feet from an intersection.

3 **11. Access Way Location and Spacing:** Access ways must meet the following requirements:

- 4 a. New public and private entrances/exits must be located at least 50 feet from the closest
5 unsignalized intersection and 150 feet from the closest signalized intersection, as measured
6 from the point of tangency for the corner to the point of tangency for the access way. This
7 requirement may be reduced if the shape of the site does not allow conformance with this
8 standard and the applicant demonstrates a hardship as required in 11.c. below.
- 9 b. New public and private entrances/exits must be located at least 50 feet from existing private
10 roads, as measured from the point of tangency for the corner to the point of tangency for the
11 access way. This requirement may be reduced if the shape of the site does not allow
12 conformance with this standard and the applicant demonstrates a hardship as required in 11.c.
13 below.
- 14 c. **Demonstration of No Alternative:** The Planning Board may approve a reduction in the
15 access way location and spacing requirements in 11.a. and/or 11.b when the applicant
16 demonstrates that the shape of the lot and the location of existing roads does not allow
17 conformance with the standards, and that there is no other alternative other than a reduction
18 in the access way location and spacing requirements. The applicant must submit a site plan,
19 done to scale, that demonstrates that all alternatives for meeting these requirements have been
20 explored and that without a reduction in the location and spacing, the development or
21 subdivision would not be possible.

22 23 **SECTION 10-29. SUBDIVISION STREET CONNECTIVITY REQUIRED IN THE VILLAGE** 24 **CENTER AND VILLAGE RESIDENTIAL DISTRICTS**

25
26 **A. Purpose:** The purpose of this section is to support the creation of a connected transportation network
27 within the Village Residential District and the Village Center District to provide choices for drivers,
28 bicyclists and pedestrians; to promote walking and bicycling; to connect neighborhoods to each other and
29 to local destinations such as schools, parks and commercial areas; to reduce vehicles miles of travel and
30 travel times; to reduce emergency response times; to increase the effectiveness of town service delivery;
31 and to free up state road capacity to better serve regional long distance travel needs.

32
33 **B. Applicability:** These standards are applicable to all subdivisions proposed for the Village Center
34 District and the Village Residential District.

35 36 **C. Requirements:**

- 37 1. All proposed subdivision streets shall be designed as public through roads, and shall provide
38 connection to the nearest public through road.
- 39 2. The proposed street system shall be designed to provide vehicular connections to all similar or
40 compatible adjacent uses (existing and future). Such connections shall be provided during the
41 initial phase of the project approximately every 1,000 feet for each direction (north, south, east,
42 west) in which the subject property will be required to provide a connection, if it is determined by
43 the Planning Board that the connection in that direction can best be accomplished through the
44 subject property. When the Planning Board deems a vehicular connection impractical, it can
45 increase the length requirement and/or require pedestrian connections.
- 46 3. All streets, pedestrian and bicycle paths and access ways in the development's proposed
47 transportation system shall continue through to the boundary lines under the same ownership as
48 the subdivision.
- 49 4. Redevelopment and road improvement projects shall take advantage of opportunities for
50 retrofitting existing roads or rights-of-way to provide increased vehicular, pedestrian and bicycle
51 connectivity.

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

5. If connection to an existing public road is not possible at the time of the subdivision, a temporary dead end road shall end in a hammerhead turn-around designed in accordance with the *Town of North Yarmouth Roadway Criteria and Specifications* (most current version). A right-of-way shall be extended from the hammerhead turn-around to the neighboring property line for future extension. The right-of-way shall be dedicated to the town. This shall be labeled “Future Street Extension” on all plans of the project and noted in all deeds.
6. Reserved streets for future street connections to adjoining undeveloped property shall be required by the Planning Board to be dedicated to the town. The developer of the adjoining property can be required by the Planning Board to connect to and build over the reserved strips. Reserved strips not to be used shall be dispensed with according to 23 M.R.S.A. Section 3027.
7. **Waivers:** The Planning Board may waive the requirement for connectivity when existing natural features and natural resources are located in such a fashion as to prevent connections to an existing or future public street, and/or when the only connection available is with an incompatible adjacent use, such as a gravel pit or an industrial use. When the Planning Board waives the requirements for connectivity, the following standards shall apply:
 - a. No dead end street or portion of a street shall exceed 500 feet in distance from a public through street to the center of the turn-around. The aforementioned public through street may include a portion of the proposed subdivision street that has been accepted by the Board of Selectmen as a Town Road.
 - b. All dead end streets shall end in a hammerhead turn-around designed in accordance with the *Town of North Yarmouth Roadway Criteria and Specifications*.
 - c. No driveways may be built off of any turn-around.
 - d. Provisions shall be made to assure adequate emergency access to all lots.

SECTION 10-30. SUBDIVISION STREET LENGTH AND CONNECTION REQUIREMENTS IN THE FARM AND FOREST DISTRICT AND RESIDENTIAL SHORELAND DISTRICT

A. Purpose: The purpose of these requirements is to assure adequate emergency access to residences within rural subdivisions, and to promote connectivity of the town’s street system.

B. Standards:

1. No more than 12 residential units or lots shall be constructed or created on a dead end street unless there is an emergency second access street to a public through road. Emergency second access streets shall be on rights-of-way that are at least 50 feet wide. The emergency second access street shall have a traveled way of at least 18 feet wide. The Planning Board may allow a narrower traveled way width to mitigate environmental impacts, such as impacts on wetlands, but may not reduce the required traveled way width to less than 12 feet. The emergency second access street must be adequate to allow for snow plowing and emergency access by fire trucks. Gravel may be used as a road surface. The emergency second access street shall be suitable for year-round use, and shall meet or exceed the applicable construction standards (materials and depths) for rural streets in the *Town of North Yarmouth Roadway Criteria and Specifications*, most current version. Emergency second access streets shall be plowed and maintained year-round by a Homeowner’s Association or the developer.
2. In no case shall a dead-end street with only one point of access to a public through road exceed 1,500 feet in linear length including the hammerhead portion of the road. Loop portions of dead end streets shall not be included for purposes of computing the linear length of the dead end street.
3. **Connectivity Requirements:** The design of subdivision streets shall provide for the continuation of streets to and from adjacent subdivisions and/or undeveloped land, where the Planning Board determines that interconnection of streets is physically feasible and would contribute to the safety and function on the street system. If connection to an existing street is not possible at the time of

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

the subdivision, a temporary dead end street shall end in a hammerhead turn-around designed in accordance with the *Town of North Yarmouth Roadway Criteria and Specifications*, most current version. A right-of-way shall be extended from the hammerhead turn-around to the neighboring property line for future extension. The right-of-way shall be dedicated to the town. This shall be labeled "Future Street Extension" on all plans of the project and noted in all deeds. Reserved street for future street connection to adjoining undeveloped property shall be dedicated to the town. The developer of the adjoining property can be required by the Planning Board to connect to and build over the reserved strips. Reserved strips not to be used shall be dispensed with according to 23 M.R.S.A. Section 3027.

SECTION 10-31. ROAD DESIGN AND CONSTRUCTION STANDARDS

A. General Requirements:

1. The Planning Board shall not approve any subdivision or other development plan unless proposed streets are designed and built in accordance with the *Town of North Yarmouth Roadway Criteria and Specifications* (most current version) and the specifications contained in these regulations. Approval of the final plan by the Planning Board shall not be deemed to constitute or be evidence of acceptance by the town of any road, street or easement.
2. Applicants shall submit to the Planning Board, as part of the final plan, detailed construction drawings showing a plan view, profile, and typical cross-section of the proposed streets. The plan view shall be at a scale of one-inch equals no more than 50 feet. The vertical scale of the profile shall be one inch equals no more than five feet. The plans shall include the following information:
 - a. Date, scale, and north point, indicating magnetic or true
 - b. Intersections of the proposed street with existing streets
 - c. Roadway and right-of-way limits including edge of pavement, edge of shoulder, sidewalks, bikeways (if applicable), and curbs
 - d. Kind, size, location, material, profile and cross-section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways
 - e. Complete curve data shall be indicated for all horizontal and vertical curves
 - f. Turning radii at all intersections
 - g. Centerline gradients
 - h. Size, type and locations of all existing and proposed overhead and underground utilities, to include but not be limited to water, sewer, electricity, telephone, lighting, and cable television
3. Applicants shall submit to the Planning Board, as part of the final plan, the following information on existing streets within 300 feet of the proposed subdivision street: plan view drawings showing the following:
 - a. Topography at contour intervals consistent with the overall plan
 - b. Roadway and right-of-way limits including edge of pavement, edge of shoulder, sidewalks, bikeways (if applicable), and curbs
 - c. Size and location of all existing drainage structures and their location with respect to the existing natural waterways
 - d. Size and location of all existing overhead and underground utilities, to include but not be limited to water, sewer, electricity, telephone, lighting, and cable television
4. Upon receipt of plans for a proposed public street the Planning Board shall forward one copy to the Selectmen, Road Commissioner, Town Engineer, and the Safe Walk and Bikeways Committee (as appropriate) for review and comment.
5. Where the applicant proposes improvements within existing public streets, the proposed design and construction details shall be approved in writing by the North Yarmouth Road Commissioner and the Maine Department of Transportation (MDOT), as appropriate. MDOT review shall be

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

required for all improvements associated with state roads, including routes 231, 9, and 115, and North Road, as applicable.

6. Where subdivision/development roads are to remain private roads, the following words shall appear on the recorded plan: “All roads in this subdivision/development shall remain private roads to be maintained by the developer or the lot owners and shall not be accepted or maintained by the town, until they meet the *Town of North Yarmouth Roadway Criteria and Specifications* in effect as of the date that a complete application for street acceptance is made, and until the aforementioned private roads have been formally accepted by the Board of Selectmen or town meeting.” The following words shall also appear on the recorded Plan, as applicable: “the Board of Selectmen shall have the authority to accept private roads as public roads in the Village Center District and the Village Residential District”, and/or “A town meeting vote to accept private roads as public roads is required in the Farm and Forest District, Residential Shoreland District and Resource Protection District.”

B. Road Design Standards:

1. These design guidelines and the most current *Town of North Yarmouth Roadway Criteria and Specifications* shall control the roadway, shoulders, curbs, sidewalks, bicycle paths, drainage systems, culverts, and other appurtenances associated with the road, and shall be met by all roads within a subdivision/development.
2. Where a subdivision borders an existing narrow street (not meeting the width requirements of the standards for streets in these regulations), or when the Comprehensive Plan indicates plans for realignment or widening of a street that would require use of some of the land in the subdivision, the plan shall indicate reserved areas for widening or realigning the street marked “Reserved for Street Realignment (Widening) Purposes.” Land reserved for such purposes may not be included in computing lot area or setback requirements of the Land Use Ordinance. When such widening or realignment is included in the town’s capital investment plan, the reserve area shall not be included in any lot, but shall be reserved to be deeded to the town or state.

SECTION 10-32. PEDESTRIAN WAYS AND BICYCLE ACCESS, CIRCULATION AND FACILITIES

A. Applicability and Purpose: The provisions of this section are applicable to all subdivisions and developments. The purpose of these requirements is to provide networks of well-designed, connected pedestrian ways (sidewalks, path, trails) and bicycle ways that link the project with residential, recreational, and commercial facilities, schools, bus stops, and existing sidewalks in the neighborhoods or, when appropriate, to connect with amenities such as parks or open space on or adjacent to the site. Bicycles will be expected to share the road with automobiles in subdivisions and developments where traffic speeds are low. However, separate bicycle lanes are needed along Routes 115, 231, 9 and North Road. Other facilities, such as bicycle parking facilities, school bus stops, and park benches are also envisioned.

B. Standards:

1. **Village Center District and Village Residential District:** Sidewalks shall be provided on at least one side of the road in subdivisions and residential developments within the Village Center District and the Village Residential District. The Planning Board may waive this requirement for residential developments with less than 10 units/lots located on terminally, dead end roads where the applicant has demonstrated that future connection to other walkways (sidewalks, paths, trails) would not be possible.
2. **Farm and Forest District and Residential Shoreland District, Resource Protection District:** The Planning Board may require sidewalks, including paths and trails in major subdivisions with 10 or more lots or residential units, if the Planning Board makes a written finding that includes an

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

1 explanation of the need. In determining the need for sidewalks, paths or trails, the Planning Board
2 shall consider the location and density of the development and the need to connect with existing
3 or future adjacent pedestrian ways, including sidewalks, trail systems and public land, and the
4 need to provide safe walkways within the development.

5 3. Sidewalks shall be designed in accordance with the requirements of the *Town of North Yarmouth*
6 *Roadway Criteria and Specifications* (most current version as of the date of a complete
7 application).

8 4. Where sidewalks, paths or trails exist adjacent to a proposed subdivision or development, the new
9 sidewalks, paths or trails shall be installed to connect to existing sidewalks, paths or trails. In
10 areas where sidewalks, paths or trails do not currently exist, but where they are anticipated, area
11 shall be reserved for the development of future sidewalks, paths and trails.

12 5. **Site Plan:** The site plan must provide for a system of pedestrian ways within the development
13 appropriate to the type and scale of development. This system must connect the major building
14 entrances/exits with parking areas and with existing sidewalks, if they exist or are planned in the
15 vicinity of the project. The pedestrian network may be located either in the street right-of-way or
16 outside of the right-of-way in open space or recreation areas. The system must be designed to link
17 the project with residential, recreational, and commercial facilities, schools, bus stops, and
18 existing sidewalks in the neighborhood or, when appropriate, to connect with amenities such as
19 parks or open space on or adjacent to the site.

20 6. **Parking Plans:** All parking plans shall include a bicycle and pedestrian circulation plan. The
21 plan shall show the locations where bicycles and pedestrians are likely to travel both into the site
22 and within it. The parking plan shall be designed to provide safe pedestrian and bicycle access,
23 and shall propose improvements necessary to link pedestrian and bicyclists from identified points
24 outside of the development.

25 a. The parking plan shall delineate bicycle-parking facilities for commercial, recreational,
26 institutional and multiplex developments. Such facilities shall be located as close as possible
27 to the principal building(s). The provision of bicycle parking may be used to offset the
28 number of automobile spaces required.

29 b. Pedestrian ways shall be provided within and between parking areas and between buildings,
30 streets, roads, and other parking areas.

31 c. In the Village Center District and the Village Residential District, all applications with
32 parking plans containing 10 or more new parking spaces shall provide sidewalks on portions
33 of their frontage that abut a public road.

34 35 SECTION 10-33. INTERNAL VEHICULAR CIRCULATION

36
37 A. The layout of the site must provide for the safe movement of passenger, service, and emergency
38 vehicles through the site.

39 1. Nonresidential projects that will be served by delivery vehicles must provide a clear route for
40 such vehicles with appropriate geometric design to allow turning and backing for the largest
41 delivery vehicles anticipated.

42 2. Clear routes of access must be provided and maintained for emergency vehicles to and around
43 buildings and must be posted with appropriate signage (fire lane - no parking).

44 3. The layout and design of parking areas must provide for safe and convenient circulation of
45 vehicles throughout the lot with consideration for pedestrian movement.

46 4. All roadways must be designed to harmonize with the topographic and natural features of the site
47 insofar as practical by minimizing filling, grading, excavation, or other similar activities which
48 result in unstable soil conditions and soil erosion, by fitting the development to the natural
49 contour of the land and avoiding substantial areas of excessive grade and tree removal, and by
50 retaining existing vegetation during construction. The road network must provide for vehicular,

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

pedestrian, and cyclist safety, all season emergency access, snow storage, and delivery and collection services.

SECTION 10-34. OFF STREET PARKING

A. Applicability: Off street parking shall be provided for all new construction, expansions, and changes of use in accordance with the requirements and standards in this section. Off street parking, in addition to being a permitted use, shall be considered as an accessory use when required or provided to serve conforming uses located in any district.

B. General Requirements: Proposals subject to development review shall be accompanied by plans and information making provision for off-street parking. Such plans shall attempt to balance the provision of adequate parking for the project under review while minimizing the development of visible paved areas. Parking areas must be constructed to protect the natural environment and visual character of the community, improve pedestrian safety and accessibility, and promote the quality of life in developed areas.

C. Parking Layout and Design: Off-street parking must conform to the following standards:

1. Parking shall be provided on the lot occupied by the use for which the parking is required, or on an adjacent lot owned or controlled by such use.
2. Parking areas with more than 2 parking spaces must be arranged so that it is not necessary for vehicles to back into the public road. In no instance shall off-street parking be designed so that vehicles back out into Routes 115, 9, 231 or North Road.
3. Off-street parking for multiplex development, and commercial, industrial and institutional uses shall be located behind or to the side of the principal building and shall be landscaped. All parking spaces, access drives, and impervious surfaces must be located at least 5 feet from any side or rear lot line, except where standards for buffer yards require a greater distance.
4. All plans for parking areas shall include a landscaping plan which adequately screens parking lots, and that provides interruptions of parking spaces.
5. The joint use of a parking area by two or more principal buildings or uses may be approved where it is clearly demonstrated that the parking area would meet the intent of this section in the probable time of maximum use by patrons and employees. In approving shared parking, the permitting authority shall require cross-easements or other legally enforceable documents for shared parking which permanently ensure the shared parking arrangement.
6. Parking areas shall be constructed with a suitably durable surface that minimizes dust and is appropriate for the use of the land, with adequate drainage. Surfacing, grading and drainage shall facilitate groundwater recharge by minimizing impermeable pavement and run-off. Oil traps may be required for larger paved parking lots. Parking areas to be used at night shall be lighted in a manner that does not result in direct lighting to or glare to abutting residential properties or cause a traffic hazard due to glare.
7. All individual parking spaces shall be 10 feet by 20 feet. The provision for oversized parking spaces shall be permitted for activities that normally serve oversize vehicles, such as recreation vehicles and trucks. Aisles shall be a minimum of 24 feet for two-way traffic, and 14 feet for one-way traffic.
8. In lots utilizing diagonal parking, the direction of proper traffic flow must be indicated by signs, pavement markings or other permanent indications and maintained as necessary.

D. Parking Space Requirements: The number and layout of parking spaces shall be based on the need to protect the public safety and convenience while minimizing harm to the character of the community and to environmental, historic and scenic resources. Since land use activities can vary widely in their need for off-street parking, it is appropriate to establish parking requirements based on the specific operational

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

characteristics of the proposed uses. The parking guidelines in the following table shall be applied according to the following criteria. In applying or modifying the parking guidelines for any proposed use, the reviewing authority shall consider the following:

1. Parking spaces shall be sufficient to accommodate the use during a typical week.
2. The size of the structure(s) and the site.
3. The environmental, scenic, or historic sensitivity of the site. In cases where sufficient area for parking cannot be created on the site without disturbance to these resource values, the reviewing authority may require a reduction in the size of the structure so that the available parking will be sufficient.
4. The availability of on-street parking.
5. Availability of off-site, off-street parking that is open to the public, owned or controlled by the applicant, or available on a shared unit basis.
6. Consideration of pedestrian and bicycle safety.
7. Other standards used in generally accepted traffic engineering and planning manuals.

Parking Guidelines	
USE	Parking Spaces Required (Minimum)
Residential: Single Family, Duplex	2 per dwelling unit
Multiplex Housing	1.5 spaces per dwelling unit with 1 bedroom, 1.75 spaces per unit with 2 bedrooms, and 2 spaces per unit with 3 or more bedrooms
Home Business	2 spaces in addition to required parking for residence (may be reduced by Board of Appeals)
Municipal Use	1.25 spaces per employee plus 1 space per 150 square feet of floor area for public assembly & meeting room space
Institutional and/or Places of Public Assembly, such as Theaters, Auditoriums, Churches, Synagogues, Gymnasiums, Stadiums, Sports Arenas	1 space per 4 seats plus 1 space per 2 employees
Day Care Center and Nursery School	1 per employee/volunteer worker plus a safe area for vehicle pick-up and drop-off of students/children
Schools	<u>Grades K-8:</u> 1 space per classroom plus 1 space for each employee plus parking in accordance with the places of public assembly <u>Secondary:</u> 8 spaces per classroom plus parking in accordance with the places of public assembly
Commercial Retail Sales	3 spaces per 1,000 square feet plus 1 space per employee
Gas and/or Service Station; Auto Repair Garage	.25 space per fuel pump plus 1 space per employee plus 4 spaces per service bay
Banks	4 spaces per 1,000 square feet of floor area
Personal Services, Business Services, Business and Professional Offices (non-medical)	3 spaces per use or 4 spaces per 1,000 square feet of floor area (or 1 space per 250 square feet of floor area or portions thereof), whichever is greater
(Table continued on next page)	

Article X. Performance and Design Standards for Site Plan Review and Subdivision Review

Parking Guidelines (Continued from prior page)	
USE	Parking Spaces Required (Minimum)
Restaurants/Eating Places	1 space per 4 patrons at capacity plus 1 space per employee
Commercial Accommodations	1 space per guest room plus 1 space per employee
Bed and Breakfast Inn	2 spaces plus 1 space per guest bedroom
Veterinary Clinics	4 spaces per doctor plus 1 space per other employee
Light Industrial	1 for each 1.2 employees, based on the highest expected average employee occupancy
Funeral Homes	1 for each 75 square feet of floor in slumber rooms, parlors and individual service rooms
Other Uses	As determined by the Planning Board based upon the <i>Institute of Transportation Engineers Parking Generation Manual</i> or data of actual parking demands of similar uses
Notes: 1. The minimum number of spaces shall be rounded up to the nearest whole number. 2. The maximum number of employees scheduled during peak demand/shift overlap shall be used in calculating the number of required parking spaces when employee is referenced in this table. 3. See definition of “floor area” in Article XII. Definitions.	

E. Waivers: The requirements of this subsection may be waived in situations where a primary structure existed on the parcel as of June 14, 2005, and there is no other alternative for siting parking, or where compliance would be impractical.

SECTION 10-35. OFF STREET LOADING REQUIREMENTS

A. Loading requirements vary with the specific uses proposed. Loading requirements shall be applied to ensure that trucks load and unload cargo in a manner that does not interfere with pedestrian and automobile movements on public roads. Requirements for the number and location of loading facilities shall be established case-by-case based upon the following:

1. The expected maximum number of trucks using the loading facilities at times of peak usage.
2. The type of business, size of the structure, and size of trucks to be servicing the structure.
3. The location of the loading facility away from potential pedestrian, automobile and bicycle traffic conflicts.
4. The need to screen trucks and loading facilities from publicly accessible areas as well as from abutting properties, including the need for vegetative screening, buffers, and/or fencing.
5. The desirability of requiring service roads or alleys to achieve the purposes of this subsection.
6. Other operational characteristics of the business or physical characteristics of the site deemed appropriate by the reviewing entity or official.
7. The need to maintain the traditional layout and historic character of the town center, which may preclude the establishment of modern loading facilities in some locations.
8. The loading facility shall be sited in a manner that minimizes noise impacts on other property. Mitigation measures shall be employed to ensure that noise is minimized.

ARTICLE XI. STANDARDS FOR SPECIFIC ACTIVITIES

SECTION 11-1. ACCESSORY APARTMENTS [Amended 5/17/08]

A. Purpose: The purpose of this provision is to allow an affordable housing option that is in keeping with the character of the community. This provision allows for the creation of a single, subordinate dwelling unit accessory and incidental to an existing or new single-family dwelling. An accessory apartment is intended to be a separate suite of rooms where one or two people occupy the unit.

B. Standards and Requirements: An accessory apartment may be constructed within or attached to an existing or new single-family dwelling, or constructed as a separate structure within the vicinity of an existing or new single-family dwelling, for the purpose of adding a separate living area for rental purposes, as well as for “in-laws”, as long as the conversion is carried out in compliance with the following criteria:

1. The accessory apartment is limited to 1 bedroom, and does not utilize more than 40 percent of the available living area of the principal single-family dwelling (excluding the basement of the single-family dwelling).
2. The Code Enforcement Officer (CEO) approves the accessory apartment. The CEO shall require certification that the existing or proposed wastewater disposal system has the capacity for the additional waste to be generated. The conversion must also comply with all provisions of the State of Maine Plumbing Code and all sections of BOCA Building Code.
3. No single-family dwelling may be converted in such a manner to provide an accessory apartment, unless
 - a. the dwelling sits on a lot that is in compliance with the minimum lot size for the zoning district in which it is located or
 - b. is located on a subdivision lot that has received prior Planning Board approval.
4. The owner of the property must occupy either the accessory apartment or the principal dwelling unit.
5. Only one accessory apartment shall be permitted per single-family owner-occupied dwelling unit.
6. Accessory apartments shall be exempted from meeting the requirements of Section 3-3.E. Residential Growth Limitation.

SECTION 11-2. AFFORDABLE HOUSING

A. Purpose:

1. The purpose of these provisions is to provide incentives for the development of affordable housing, with the following priorities:
 - a. To provide an adequate supply of affordable housing to meet the needs of senior citizens, municipal and school employees, and others with modest incomes.
 - b. To encourage lifetime residency - to facilitate townspeople remaining in the town after their children have grown up and during retirement years by providing affordable senior housing that is compatible with “senior living lifestyles”.
 - c. To encourage the development of affordable housing consistent with the existing character of the town.
2. These provisions are intended to provide the Planning Board with flexibility to waive requirements that impede development of qualified affordable housing, provided that the Planning Board, in its discretion, determines that the proposed affordable housing meets the purposes of this Section to the maximum extent feasible.

Article XI. Standards For Specific Activities

1 **B. Applicability:** These provisions shall apply to any affordable housing as defined in Article XII.
2 Definitions. Affordable housing pursuant to these provisions must be approved by the Planning Board
3 through Site Plan Review or Subdivision Review.
4

5 **C. Standards and Requirements:**

- 6 1. Affordable housing units shall be geographically dispersed throughout the development where
7 feasible, and the dwelling units shall be compatible with the design of the remainder of the
8 development in terms of appearance.
- 9 2. An affordable housing unit shall not have more than 1,500 square feet of living space. The
10 Planning Board shall require deed restrictions that prohibit future expansion of the square footage
11 of living space.
- 12 3. The affordable housing lots/units shall be constructed concurrently with the remainder of the
13 project.
- 14 4. An affordable housing development may be developed as a clustered housing development
15 pursuant to Section 11-3. Clustered Housing Developments, and/or as multiplex housing pursuant
16 to Section 11-7. Multiplex Housing. Affordable housing may be condominiums.
- 17 5. **Net Residential Density Bonus:** The Planning Board may grant a 20 percent net residential
18 density bonus for the development of affordable housing units, if the developer can assure to the
19 Planning Board's satisfaction that at least 20 percent of the total number of residential dwelling
20 units in the proposed development will remain affordable to low and/or moderate income families
21 for the next 25 years, and that preference will be given to individuals and families as described in
22 A.1 above. The density bonus shall be calculated such that when the percentage of lots or units is
23 more than .5 the bonus number of lots/units shall be rounded up, and when percentage of lots or
24 units is .5 or less the bonus number of lots/units shall be rounded down. For example, if 12 lots
25 are proposed, 2 of the lots must be affordable housing units (12 times 20% = 2.4, rounded down
26 to 2 lots) If 13 lots are proposed, 3 of the lots must be affordable housing units (13 times 20% =
27 2.6, rounded up to 3 lots). The Planning Board shall not grant a net residential density bonus
28 within the Royal River Corridor Overlay District, Residential Shoreland District or the Resource
29 Protection District. **The Planning Board shall not grant a net residential density bonus for
30 any development located within the Groundwater Protection Overlay District, unless sewer
31 serves the development.**
- 32 6. **Residential Growth Limitation Waiver:** The Planning Board shall waive the requirements of
33 Section 3-3.E. Residential Growth Limitation, for the affordable housing units, if the developer
34 can assure to the Planning Board's satisfaction that at least 20 percent of the total number of
35 residential dwelling units in the proposed development will remain affordable to low and/or
36 moderate income families for the next 25 years, and that preference will be given to individuals
37 and families as described in A.1 and A.2 above.
- 38 7. **Long-Term Affordability Required for All Affordable Housing:** Long-term affordability must
39 be assured for a period no less than 25 years through deed restrictions or some other recorded
40 instrument acceptable to the Town Attorney. The developer of affordable housing shall include
41 provisions for preserving affordability, which shall be reviewed by the town attorney prior to
42 Selectmen and Planning Board review of the proposed long-term affordability agreement. A third
43 party that has the expertise and resources to undertake and continue the task of assuring the long-
44 term affordability of the housing may administer the affordability program. The following
45 standards shall be applied to affordable owner occupied and rental housing:
 - 46 a. **Owner Occupied Residences:** When the affordable housing includes units to be sold as
47 residences, the developer shall use legal mechanisms such as, but not limited to, restrictive
48 covenants, ground leases, or "soft" mortgages to ensure that the residences are owner-
49 occupied and that the initial and subsequent sales prices are affordable to target groups for a
50 minimum of 25 years. Preserving long-term affordability may mean restrictions on resale to
51 qualified buyers, if available, granting a right of first refusal to the town, or the town's

Article XI. Standards For Specific Activities

designee. Additional restrictions limiting the owner's ability to improve the property and/or to recoup some part of the costs of the improvements at resale are also to be considered.

- b. Rental Units:** When an affordable housing includes rental units, provisions shall be made to ensure that the rental price of units remains affordable to the target groups for a minimum of 25 years.

SECTION 11-3. CLUSTERED HOUSING DEVELOPMENT AND OPEN SPACE DEVELOPMENT

A. Purpose:

- 1.** The purposes of these provisions are as follows:
 - a.** To conserve open land, including, but not limited to areas containing unique or environmentally sensitive natural or cultural resources such as stream corridors, wetlands, wildlife habitats, woodlands, existing and future water supplies, scenic areas and significant archaeological sites, by setting them aside from development;
 - b.** To implement the Comprehensive Plan, including the Open Space Plan, to create a Royal River Corridor¹ and other conservation networks for the benefit of present and future residents;
 - c.** To provide for the conservation and maintenance of open land for active or passive recreational use;
 - d.** To provide greater design flexibility and efficiency in siting of services and infrastructure, including reductions in the length of roads and utility runs, and the amount of paving required for development;
 - e.** To provide for a diversity of lot sizes, building densities and housing choices to accommodate a variety of age and income groups, and residential preferences;
 - f.** To create neighborhoods with direct visual access to open land, with amenities in the form of neighborhood open space, and with a strong neighborhood identity.
 - g.** To conserve scenic views and elements of the town's rural character, and to minimize perceived density, by minimizing views of new development from existing public roads.
- 2.** To achieve these purposes, the Planning Board may approve clustered housing development and open space development in accordance with the provisions of this section. In approving any subdivision in any district, the Planning Board may approve clustered housing development where lot sizes, lot widths, lot coverage, street frontages and building setbacks can be reduced below the minimum requirements of Article VII. Zoning District Regulations, and any land gained thereby is set aside as open space. Clustered housing development is optional in the growth districts² and mandatory in the rural districts³. In approving subdivisions, the Planning Board may also approve open space development in the rural districts as an alternative to clustered housing development. Open space development requires very low residential densities and permanent preservation of designated high value open space.

B. Applicability: This section is applicable to the development of residential subdivisions, as follows:

- 1. Farm and Forest District, Residential Shoreland District and Resource Protection District:** Clustered Housing Development or Open Space Development and the provisions of this section shall be **mandatory** for all residential subdivisions located within the Farm and Forest District, the Residential Shoreland District and the Resource Protection District.

¹ The Royal River Corridor includes the Royal River, Chandler Brook and the East Branch, and at least 500 feet on both sides of these water bodies.

² Growth Districts include the Village Center District and Village Residential District.

³ Rural Districts include the Farm and Forest District, Residential Shoreland District and Resource Protection District.

Article XI. Standards For Specific Activities

Waivers: The Planning Board may waive the mandatory Clustered Housing Development or Open Space Development requirement under the following conditions:

- a. For minor subdivisions of less than 5 lots where the applicant demonstrates that there will be minimal benefits in keeping with the purposes of Section 11-3, and where the development does not provide an opportunity to enhance the Royal River Corridor, Pratt's Brook, Toddy Brook or Deer Brook corridors, open space associated with Knight's Pond or existing and future public water supplies.
 - b. For subdivisions within and/or adjacent to the Royal River Corridor, when a developer or landowner demonstrates to the Planning Board the following:
 - i. The property was a lot of record¹ at the time of the adoption (June 14, 2005) of this provision (Section 11-3.B.1.b), and the developer was the owner of the property at the time of the adoption of this provision;
 - ii. The mandatory Clustered Housing Development or Open Space Development requirement would result in a significant loss of otherwise buildable lots under the other provisions of Section 11-3.B.1. A significant loss of otherwise buildable lots is defined as the loss of more than 30 percent of the total number of buildable lots due to the prohibition against new residences within subdivisions within the Royal River Corridor area between 250 feet from the normal high water mark of the Royal River, Chandler Brook or the East Branch and 500 feet from the high water mark of these water bodies; and
 - iii. The developer and/or landowner calculates the number of buildable lots lost as a result of Section 11-3.B.1 and obtains subdivision approval for a plan that meets the other criteria of this Ordinance and the Subdivision provisions prior to January 1, 2010.
 - iv. **Sunset Clause:** Section 11-3.B.1.b will terminate on January 1, 2010.
 - c. In all cases, waivers shall only be granted in accordance with subsections B.1.a and B.1.b, above. The Planning Board shall assure preservation of high value open space in keeping with the goals of the Royal River Corridor Overlay District to the greatest extent practical. In granting the waiver the Planning Board may allow smaller lot sizes and/or allow for limited residential development within the area between 250 feet from the normal high water mark of the Royal River, Chandler Brook or the East Branch and 500 feet from the high water mark of these water bodies.
- 2. Village Center District and Village Residential District:** The provisions of this section shall be **optional** in the Village Center District and Village Residential District. Applicants shall be encouraged to utilize cluster housing development when these designs can be shown to increase housing affordability and/or enhance neighborhood cohesion, aesthetics, open space and recreational amenities.
- a. When a subdivision application/sketch plan does not propose clustered development, the Planning Board may, in its discretion, ask the applicant to submit an alternative sketch plan showing a clustered housing development.
 - b. If the Planning Board, after a site walk and after such consultation with the North Yarmouth Conservation Commission as the Planning Board deems appropriate, concludes that the parcel shown on the alternative sketch plan contains open fields, pasture, wetlands, waterways, wildlife habitat, scenic vistas, historic and/or archeological assets, rare flora or fauna or notable stands of forest, any of which could be preserved by clustering, the Planning Board may request that the applicant revise the application and propose a clustered housing development.
 - c. A request under paragraph (b) above will not bind the applicant; but if the applicant decides not to propose a clustered housing development, the Planning Board may consider the

¹ Definition: "Lot of Record: At lot that exists as shown or described on a plat or deed in the records of the Cumberland County Registry of Deeds."

Article XI. Standards For Specific Activities

1 absence of clustering when it determines if the application meets the review criteria of Article
2 V. Subdivision Review Procedures and Criteria.

3 4 **C. General Standards for Clustered Housing Development and Open Space Development:**

- 5 1. Developments proposed under the terms of this section shall meet all the requirements for a
6 subdivision, the town's roadway criteria and specifications, and all other applicable town
7 ordinances including the general performance standards of this Ordinance, unless otherwise
8 noted.
- 9 2. Each lot or building must be an element of an overall plan for site development. When the
10 development consists of the creation of lots, the plan shall establish a building envelop for each
11 lot that identifies the area within which the buildings will be located. When the development
12 involves the construction of multiple buildings on one or more lots, the plan shall show the
13 location of each building.
- 14 3. Developments shall be designed to preserve valuable open space consistent with the town's Open
15 Space Plan, and any other areas worthy of conservation as established through the sketch plan
16 process. No dwelling units, structures associated with dwelling units, or uses accessory to a
17 dwelling unit shall extend into the required minimum protected open space. Open space shall be
18 generally contiguous, and shall be designed to connect with valuable open space or conservation
19 land on adjacent properties to the greatest extent possible. The creation of open space networks
20 and expanses of conservation land to provide wildlife habitat and corridors, to provide land for
21 future trail systems and passive recreation land, and to protect other cultural and natural resources
22 is required. The addition of open space and conservation land to the Royal River Corridor
23 including the Royal River, Chandler Brook and the East Branch, and Pratt's Brook, Toddy Brook,
24 Deer Brook including the Deer Brook wetland, and Knight's Pond, areas that will add to
25 protection for existing and future public water supplies are high priorities. The Planning Board
26 may require public access to open space areas, unless the open space is an environmentally
27 sensitive area where public access would be detrimental. There must be a demonstrated need for
28 the public access, such as access to a water body, access to a trail system or the need for passive
29 open space for recreation within the area.
- 30 4. Where a development abuts a water body, a portion of the land along the water shall be useable
31 for passive recreation. This open space land shall have a minimum depth of 500 feet for areas
32 abutting the Royal River, Chandler Brook and/or the East Branch. This open space land shall
33 have a minimum depth of 150 feet for areas abutting Pratt's Brook, Toddy Brook, Deer Brook,
34 the Deer Brook wetland and Knight's Pond. The minimum depth requirement of 500 feet for
35 areas abutting the Royal River, Chandler Brook and/or the East Branch may be reduced to 250
36 feet only in accordance with Section 11-3.B.1, above.
- 37 5. Notwithstanding the provisions of Article VII. Zoning District Regulations relating to minimum
38 lot size, street frontage and setbacks, and maximum lot coverage, the Planning Board, in
39 reviewing proposed clustered housing developments and open space development may modify
40 said provisions relating to minimum lot size, street frontage, setback, and lot coverage to permit
41 innovative approaches to development and environmental design in accordance with the
42 standards of this section. The Planning Board may reduce lot frontage and front setback
43 requirements as well as reduce side and rear setbacks without percentage limitation. The Planning
44 Board may reduce lot area requirements, but only if a net residential acreage at least equal in area
45 to the cumulative lot size reduction is maintained as common or public land. The modification of
46 these standards shall not require a variance and no finding of undue hardship shall be required.
- 47 6. In the **Farm and Forest District, Residential Shoreland District and Resource Protection**
48 **District**, the following shall apply:
- 49 a. The maximum residential density for clustered housing development shall be 1 residential
50 unit per 3 net residential acres.

Article XI. Standards For Specific Activities

- b. The maximum residential density for open space development shall be 1 residential unit per 10 net residential acres.
 - c. The total area of permanently preserved open space within clustered housing developments and open space developments shall be a minimum of 50 percent of the total area of the parcel. The Planning Board may not waive the minimum open space requirements.
 - d. No individual lots shall have direct driveway access to Routes 231, 115 or 9, or North Road.
 - e. No individual lots shall have direct driveway access to any other public road, which existed prior to the time of the development, unless the applicant demonstrates to the Planning Board's satisfaction that there is a unique situation where the configuration of the parcel and an environmental constraint, such as a high value wetland, prohibits driveway access to an internal subdivision road, or is preferable to impacting the high value wetland.
7. In the **Village Center District and Village Residential District**, the following shall apply: [Amended 6/16/12]
 - a. Clustered housing development shall be a minimum of 5 lots or 5 residential units.
 - b. The Planning Board may grant a density bonus of 20 percent for clustered housing development that provides useable public open space for recreation pursuant to Section 10-22 Recreation and Open Space Land in Developments, protects high value scenic vistas as identified in the Comprehensive Plan, and/or provides affordable housing pursuant to the provisions of Section 11-2. Affordable Housing.
 - c. No individual lots shall have direct driveway access to routes 9, 231, 115 or North Road.
8. All sewage disposal systems shall meet the requirements of Section 10-16. Sewage Disposal and Section 10-23. Water Supply. [Amended 6/16/12]
9. **Minimum Lot Area Requirements:** [Amended 6/16/12]
 - a. The minimum lot area requirement may be reduced to 20,000 square feet under either of the following conditions:
 - i. When the lot is served by public sewer, or
 - ii. When the lot is served by an advanced wastewater treatment system where a hydrogeological assessment pursuant to Section 10-24. Water Quality, has demonstrated that water quality will not be degraded.
 1. The minimum lot area requirement may be reduced to 10,000 square feet when both public water and public sewer serve the lot.
10. The Planning Board may reject a proposed Clustered Housing Development or Open Space Development that does not permanently preserve a sufficient amount of open space, or permanently preserve high value open space areas as identified in the Comprehensive Plan and Open Space Plan. [Amended 6/16/12]
11. There shall be no further subdivision of lots within clustered housing developments or open space developments located in the Farm and Forest District, Residential Shoreland District, or Resource Protection District. The Planning Board may require that there be no further subdivision of lots within clustered housing developments within the Village Residential District and/or Village Center District, to maintain the long-term integrity of the development in meeting the intent and purposes of the Clustered Housing provisions and this Ordinance. [Amended 6/16/12]

D. Other Siting Standards:

1. Buildings shall be oriented with respect to scenic vistas, natural landscape features, topography, south-facing slopes (where possible) and natural drainage areas, in accordance with an overall plan for site development and landscaping.
2. Buildings shall be located within forested portions of the development and not in open fields. When the development contains no forest, or insufficient forestland to include all buildings, the development shall be designed to minimize views of buildings that will be visible from existing public streets. When a development contains a scenic ridgeline, buildings should be placed 50

Article XI. Standards For Specific Activities

1 feet vertical distance below the ridgeline and tree removal should be limited. Restrictions
2 minimizing views of buildings shall be included on the plat and in the deed to each lot.

- 3 3. Buildings shall be designed and laid out to protect bedroom windows from light invasions by
4 vehicle headlights or glare from existing outdoor lighting or illuminated signs where allowed,
5 insofar as practical.
- 6 4. Where parking spaces or storage areas are located in areas abutting existing residential properties,
7 a permanent wood or masonry screen at least 4 feet high shall be erected along the property line
8 in addition to the green perimeter strip described below.
- 9 5. Other than in the Resource Protection District, a green perimeter strip not less than 20 feet wide
10 shall be maintained with grass, bushes, flowers, or tress along all lot lines (except for entrance
11 and exit driveways). Such green strip shall not be built on or paved or used for parking or storage.
12 There shall be no removal of trees over 4 inches in diameter within this buffer. In the Resource
13 Protection District, vegetation shall be retained in its natural state, although tree planting shall be
14 permitted as a matter of right. Restrictions protecting this green perimeter strip shall be included
15 on the plat and in the deed to each lot. Alternatively, such areas may be protected by a
16 conservation easement.

17 **E. Dedicated Open Space Land:**

- 18 1. There shall be no further subdivision of dedicated open space. Open space land shall be used only
19 for agriculture, forestry, conservation, and/or non-intensive public outdoor recreational activities
20 that do not require modifications or improvements to the land other than access points or trails,
21 including bridges for trails (such as hiking, bird watching, nature study, cross country skiing,
22 snowmobiling and hunting). Vehicular use and hunting and trapping may be prohibited.
23 Subsurface sewage disposal systems, wells and easements for public utilities, but no structures,
24 may be permitted in open space areas.
- 25 2. Open Space land set-aside in clustered housing development or open space development shall be
26 protected as required by this sub-section. Land set aside as protected open space may be a
27 separate parcel. In Farm and Forest District, Residential Shoreland District and Resource
28 Protection District developments only, such land may be included as a portion of one or more
29 parcels on which dwellings and other structures are permitted, provided that a conservation
30 easement is placed on such land and that the Planning Board approves the configuration of the
31 open space land and finds that the proposed development plan will not compromise the
32 conservation value of the open space land.
- 33 3. **Fee Simple Dedication to Town, State, the Friends of the Royal River or Other**
34 **Conservation Organization:** Fee simple dedication of protected open space land to the town,
35 state, the Friends of the Royal River, or another conservation organization approved by the
36 Planning Board is an acceptable method of protection.
- 37 4. **Dedication of Conservation Easement to Friends of the Royal River, Town, State or Federal**
38 **Agency, or Other Conservation Organization:**
- 39 a. A perpetual conservation easement restricting development may be granted to a qualified
40 non-for-profit conservation organization or land trust, such as the Friends of the Royal River,
41 the town, the state or a federal agency.
- 42 b. Such conservation easement shall be approved by the Planning Board, with review of the
43 Conservation Commission and the Town Attorney, and shall be required as a condition of
44 Planning Board approval.
- 45 c. The conservation easement shall be recorded in the Cumberland County Registry of Deeds
46 prior to or simultaneously with the filing of the final subdivision or site plan. In the case of
47 minor site plans, a deed restriction enforceable by the town may be substituted for a
48 conservation easement.
- 49 d. The conservation easement may permit only those uses authorized through the development
50 review process.
- 51

Article XI. Standards For Specific Activities

- 1 **5. Deed Restrictions:** As a last resort in the event that a conservation easement is not accepted by
2 the third party or by the town, a deed restriction shall be required of the applicant, which shall
3 meet the requirements of these provisions.
- 4 **6. Private Ownership of Open Space Land:**
- 5 a. In the **Farm and Forest District, Residential Shoreland District and Resource Protection**
6 **District**, open space land may be owned by private landowner(s) including individuals,
7 families, partnerships, trusts, non-profit organizations, home/property owner's association or
8 governmental entity, as long as it is protected from development by conservation easement.
9 The open space land may occur on one or several lots, depending on the preferences of the
10 applicant.
- 11 b. In the **Village Center District and Village Residential District**, open space land shall be
12 set-aside in one or more parks, greens, or other recreational open space land areas owned by a
13 home/property owner's association or at the owner's option, dedicated to the Friends of the
14 Royal River, the town or an other conservation or governmental entity. A conservation
15 easement may be required depending upon the environmental, aesthetic, recreational, cultural
16 or historic significance of the land.
- 17 c. If any of the open space and/or facilities are to be reserved by the individual unit owners as
18 common open space, each unit owner shall own a fractional interest in the common open
19 space and the developer shall be required prior to final subdivision plan approval to
20 incorporate a homeowners' association consisting of the individual unit owners, which
21 incorporation must comply with Section 11-10. Home Owner/Property Owners' Associations.
- 22 **7. Management and Monitoring Plan of Open Space Land:**
- 23 a. Unless otherwise agreed to by the Planning Board, the cost and responsibility of managing
24 and monitoring dedicated open space shall be borne by the developer, property owner,
25 homeowner's association, Friends of the Royal River, and/or other conservation organization
26 approved by the Planning Board.
- 27 b. The applicant shall, at the time of the preliminary plan submission, provide a Management
28 and Monitoring Plan for the dedicated open space that has been approved by the entity that
29 will be responsible for implementing the Management and Monitoring Plan.
- 30 c. The applicant may be required to contribute sufficient funds for the maintenance and
31 monitoring of the dedicated open space.
- 32 d. In the event that the entity established to maintain and monitor the dedicated open space land,
33 or any successor thereto, fails to maintain all or any portion thereof in reasonable order and
34 condition, the town may assume responsibility for maintenance. The town may enter the
35 premises and take corrective action, and the costs of such corrective action may be charged to
36 the entity responsible for the management and monitoring of the open space land.

SECTION 11-4. HOME OCCUPATIONS

39
40 **A. Purpose:** The purpose of these provisions is to allow home occupations to locate throughout the town
41 with minimal regulation provided they meet the following standards.

42
43 **B. Applicability:** A home occupation is an occupation or profession which is: customarily carried on in a
44 dwelling unit or in a building or other structure accessory to a dwelling unit; carried on by a member of
45 the family residing in the dwelling unit; clearly incidental, compatible, and secondary to the use of the
46 dwelling unit of residential purposes; and so located and conducted that the average neighbor, under
47 normal circumstances, would not be aware of its existence. Any use that would be prohibited as a
48 commercial business in the Groundwater Protection Overlay District is also prohibited as a home
49 occupation. The review of home occupations shall be pursuant to Article VII. Zoning District
50 Regulations. [Amended 5/30/09]

Article XI. Standards For Specific Activities

C. Requirements: Home occupations must conform to the following standards:

1. The occupation or profession shall be carried on wholly within the principal building or within a building or other structure accessory thereto.
2. Not more than one person outside the family shall be employed at the location of the home occupation.
3. There shall be no exterior storage of materials that would be visible from a public road or an abutter's dwelling, and no other exterior indication of the home occupation or variation from the residential character of the principal building shall be allowed.
4. Signage shall be limited to one sign identifying the name, address and profession of the home occupation, providing that the sign does not exceed 4 square feet in area, is non-illuminated, and is mounted either flat against the wall of the principal building or on a post, providing the sign does not extend into the public road limits.
5. No nuisances, offensive noise, vibration, smoke, dust, odors, heat, glare, traffic or parking shall be generated.
6. No traffic shall be generated by such home occupation that would be in greater volumes than would normally be expected in the neighborhood or generate more than 40 vehicle trips per day. The traffic generated by such home occupation shall not increase the volume of traffic so as to create a traffic hazard or disturb the residential character of the immediate neighborhood. In addition to the off-street parking provided to meet the normal requirements of the dwelling, adequate off-street parking shall be provided for the vehicles of each employee and the vehicles of the maximum number of users the home occupation may attract during peak operating hours.
7. The home occupation may utilize:
 - a. Unfinished attic and basement spaces.
 - b. One accessory structure.
 - c. The floor area utilized for the home occupation shall not exceed 50 percent of the total floor area of the dwelling unit.

SECTION 11-5. MANUFACTURED HOUSING ON INDIVIDUAL LOTS

A. Purpose: To allow manufactured housing as defined and allowed under this Ordinance to be placed or erected on individual house lots on undeveloped lots where single family dwellings are allowed. The review of manufactured housing shall also be pursuant to Article VII. Zoning District Regulations. Manufactured housing shall meet the following design standards:

B. Standards and Requirements:

1. The wheels, axle and tongue shall be removed and the unit shall be placed on a permanent foundation containing, at a minimum, a 4-foot masonry frost wall completely surrounding the perimeter of the unit.
2. The roof pitch shall be at least one to four (1:4). Roof shingles shall be either asphalt composition shingles or approved wood shingles or shakes.
3. Exterior wall surfaces shall be covered with materials similar to residential, site built dwellings. They may include clapboards, simulated clapboards such as conventional vinyl or metal siding, wood shingles or smooth, ribbed or corrugated metal or plastic panels, except as permitted above.
4. The minimum horizontal dimension of the unit as installed on the site is 14 feet. The minimum floor area of the unit shall be 750 square feet.
5. The unit shall be sited on the lot so that it is within 30 degrees of being parallel to the front property line of the lot (or the chord connecting the two points where the side lot lines meet the front line if the property line is curved). This requirement shall not apply if the width of the front building facing, including the unit and any permanently attached additions, is more than 24 feet or if the unit is set back 250 feet or more from the nearest street.

SECTION 11-6. MOBILE HOME PARKS

A. Purpose: To provide review standards, performance standards and areas within the town of North Yarmouth where mobile home parks may be located in compliance with Title 30 M.R.S.A., Section 4358, as amended. The review of mobile parks shall also be pursuant to Article VII. Zoning District Regulations.

B. Standards and Requirements:

1. Except as expressly stipulated in this Ordinance to the contrary, manufactured housing parks shall meet all the requirements for residential subdivision review, approval and performance standards, and shall conform to all applicable state laws and local ordinances and regulations.
2. **Overall Size:** Manufactured Housing Parks shall not be less than 20 acres in size.
3. **Lot Size, Width and Density:** Lot area, lot width and design standards notwithstanding the dimensional requirements for other uses, lots in a mobile home park shall meet the following lot area and lot width requirements:
 - a. Lots served by Public Sewer
 - Minimum Lot Area – 6,500 square feet
 - Minimum Lot Width – 50 feet
 - b. Lots served by individual subsurface wastewater disposal systems:
 - Minimum Lot Area – 20,000 square feet
 - Minimum Lot Width – 100 feet
 - c. Lots served by a central subsurface wastewater disposal system approved by Maine Department of Human Services:
 - Minimum Lot Area – 12,000 square feet
 - Minimum Lot Width – 75 feet
 - d. The overall density of any park served by any subsurface wastewater disposal system shall not exceed one dwelling unit per 20,000 square feet of total park area.
 - e. Where lots front on a curved right-of-way or a reserved by a driveway, the frontage requirement shall be measured in a straight line perpendicular to the setback line.
 - f. Where applicable and to the extent not inconsistent with state law, the design standards of Section 11-5. Manufactured Housing On Individual Lots shall apply.
 - g. The overall density of the mobile home park shall be the combined area of its mobile home lots plus the area required for road rights-of-way; the area required for buffer strips; for areas served by public sewer, an open space area for storage and recreation equal to 10 percent of the combined area of the individual lots; and the area within the shoreland setback.
4. **Setback Requirements:** Mobile homes in a mobile home park but adjacent to a public road shall be set back from the public road a distance equal to the setback requirement for other residential developments. No mobile home park lot shall have direct vehicular access onto a public road.
5. **Buffer Strips:**
 - a. A 50 foot wide buffer strip shall be provided along all property boundaries that:
 - i. Abut developed residential land which has a gross density of less than half of that proposed in the park, or
 - ii. Abut undeveloped residential land that is zoned at a density of less than half of that proposed in the park.Further, no structures, streets or utilities shall be placed in the buffer strip except that utilities may cross a buffer strip to provide services to the park.
 - b. Within 25 feet any property line and within the buffer strip, measured from the exterior boundary of the park, visual screening and/or landscaping shall be provided. The visual screening may consist of fences, beams, landscaping (such as shrubs and trees) and natural existing vegetation. This screening shall effectively screen at least 80 percent of the homes from the adjacent property and shall be maintained throughout the life of the project.

Article XI. Standards For Specific Activities

- 1 **6. Open Space:** Mobile home parks served by a public sewer, an area amounting to no less than 10
2 percent of the total area devoted to individual lots shall be set aside for open space and/or
3 recreation, if required by the Planning Board. Such space shall be accessible to and useable by all
4 residents of the park. Parking spaces, driveways and streets and buffer areas are not considered
5 useable open space, but community recreation buildings, pools and courts are considered as open
6 space. To the maximum extent possible, undeveloped open space shall be left in its natural state.
7 Improvements to make trails for walking and jogging or to make picnic areas are permitted. The
8 developer shall submit, as part of the application, a copy of that portion of the proposed park rules
9 and a plan that specifies how the open spaces are to be used and maintained and what conditions
10 are to apply to its use. The plan shall specify the areas to be dedicated to open space, recreation,
11 and storage.
- 12 **7. Road Standards:**
- 13 **a.** Roads within mobile home parks that are to be offered for acceptances to the community
14 shall meet the minimum road standards of the town of North Yarmouth.
- 15 **b.** Privately owned roads within the mobile home park shall be designed by a Maine registered
16 professional engineer, and shall be built according to the requirements described below.
17 Where the road standards promulgated by the State Manufactured Housing Board and
18 adopted by the Legislature of the State of Maine conflict with the standards described below,
19 the Manufactured Housing Board's standards shall apply.
- 20 **c.** The street system of a mobile home park shall intersect with a public street.
- 21 **d.** Any mobile home park expected to generate average daily traffic of 200 trips per day or
22 more, or which is designated to contain greater than 25 lots, shall have at least 2 street
23 connections with existing public streets. Any street within park with an average daily traffic
24 of 200 trips per day or more, shall have at least 2 street connections leading to existing public
25 streets, other streets within the park, or other streets shown on an approved subdivision plan.
- 26 **e.** The intersection of any street within a park and an existing public street shall meet the
27 following standards:
- 28 **i.** Angle of intersection: The desired angle of intersection shall be 90 degrees. The
29 minimum angle of intersection shall be 75 degrees.
- 30 **ii.** Maximum Grade within 75 feet of intersection: The maximum permissible grade within
31 75 feet of the intersection shall be 2 percent.
- 32 **f.** Mobile home lots shall have vehicular access only to an interior road created for the mobile
33 home park.
- 34 **g.** Right of Way and Pavement Width:
- 35 **i.** Park roads shall have a minimum right of way of 23 feet and the Planning Board may
36 require a minimum paved surface of 20 feet. The minimum paved width of a one-way
37 road shall be 14 feet. On street parking shall be prohibited along 14 foot, one-way streets
38 and 20-foot two-lane streets.
- 39 **ii.** Parking lanes shall be a minimum of 8 feet in width, if provided.
- 40 **iii.** Cul-de-sac turn-arounds shall have a minimum radius of 100 feet at the outer edge of the
41 pavement, exclusive of any parking areas.
- 42 **h.** Minimum Sight Distance: A minimum sight distance of 10 feet for every mile per hour of
43 posted speed limit on the existing road shall be provided. Sight distances shall be measured
44 from the driver's seat of a vehicle that is 10 feet behind the curb or edge of shoulder line with
45 the height of the eye 3½ feet above the pavement and the height of object 4¼ feet.
- 46 **i.** Distance From Other Intersections: The centerline of any street within a park intersecting an
47 existing public street shall be no less than 125 feet from the centerline of any other street
48 intersecting that public street.
- 49 **j.** Parking Requirements: For each mobile home lot there shall be provided and maintained at
50 least 2 off street parking spaces. Each parking space shall contain minimum dimensions of 9
51 feet by 18½ feet.

Article XI. Standards For Specific Activities

- 1 In addition to occupant parking, off street guest and service parking shall be provided within
2 the boundaries of the park at a ratio of one space for each 4 mobile home lots. Such parking
3 spaces shall be reserved for that sole use. The Planning Board may waive this requirement if
4 a parking lane is provided and will accommodate all required spaces.
- 5 **8. Utility Requirements:** All mobile home parks shall provide permanent electrical, water and
6 sewage disposal connections to each mobile home in accordance with applicable state and local
7 rules and regulations.
- 8 **9. Sidewalks/Walkways:** The mobile home park shall contain pedestrian walkways between all
9 units and all service and recreational facilities. Such walkways shall be adequately surfaced and
10 lit. A portion of the road surface may be reserved for walkways provided the roadway width is
11 widened accordingly. Walkways shall be a minimum width of 3 feet.
- 12 **10. Lighting:** Outdoor lighting shall be provided to adequately illuminate internal streets and
13 pedestrian walkways.
- 14 **11. Signs:** Signs shall meet the requirements of Section 8-7. Signs.
- 15 **12. Storage:** At least 300 cubic feet of enclosed tenant storage facilities shall be conveniently
16 provided near or on each mobile home lot for the storage of materials and equipment.
- 17 **13. Storm Drainage:** A storm drainage plan shall be prepared by a Maine registered professional
18 engineer showing ditching, culverts, storm drains, easements, and other proposed improvements
19 sufficient to accommodate a 25 -year storm.
- 20 **14. Groundwater:**
- 21 **a. Application:** For mobile home parks not served by a public sewer, the application shall
22 include an assessment of the impacts of park development on groundwater quality. The
23 persons developing or expanding a mobile home park have the burden of proving that the
24 development will not pollute a public or private water supply or aquifer. The assessment shall
25 be prepared by a Maine certified geologist or Maine registered professional engineer and
26 shall include the following:
- 27 **i.** A map showing the basic soil types;
- 28 **ii.** The depth to the water table at representative points throughout the mobile home park;
- 29 **iii.** Drainage conditions throughout the mobile home park;
- 30 **iv.** Data on the existing groundwater quality, either from test wells in the mobile home park
31 or from existing wells on neighboring properties;
- 32 **v.** An analysis and evaluation of the effect of the mobile home park on groundwater
33 resources. The evaluation shall, at a minimum, include a projection of post development
34 nitrate-nitrogen concentrations and any other identified chemicals of concern at any wells
35 within the mobile home park, at the mobile home park boundaries and at a distance of
36 1,000 feet from potential contamination sources. For mobile home parks within the
37 watershed of a lake, projections of the development's impact on groundwater phosphate
38 concentrations shall also be provided;
- 39 **vi.** A map showing the location of any subsurface wastewater disposal systems and drinking
40 water wells within the mobile home park and within 200 feet of the mobile home park
41 boundaries;
- 42 **b. Standards for Acceptable Groundwater Impacts:**
- 43 **i.** Projections of groundwater quality shall be based on the assumption of drought
44 conditions (assuming 60 percent of annual average precipitation).
- 45 **ii.** No mobile home park shall increase any contaminant concentration in the groundwater to
46 more than one half of the Primary Drinking Water Standards adopted by the State of
47 Maine Department of Human Services. No mobile home park shall increase any
48 contaminant concentration in the groundwater to more than Secondary Drinking Water
49 Standards.

Article XI. Standards For Specific Activities

1 iii. If groundwater contains contaminants in excess of the primary standards, and the mobile
2 home park is to be served by on-site groundwater supplies, the applicant shall
3 demonstrate how water quality will be improved or treated.

4 iv. If groundwater contains contaminants in excess of the secondary standards, the mobile
5 home park shall not cause the concentration of the parameters in question to exceed 150
6 percent of the ambient concentration.

7 c. **Development:** Subsurface wastewater disposal systems and drinking water wells shall be
8 constructed as shown on the map submitted with the assessment. If construction standards for
9 drinking water wells are recommended in the assessment, those standards shall be included as
10 a note on the plan.

11 15. **Permitted Accessory Uses:**

12 a. Park Management Office;

13 b. Community or recreation buildings or structures within the park provided for use by park
14 residents;

15 c. Laundry building provided for use by residents only;

16 d. Service equipment building for storage of park maintenance equipment only;

17 e. Storage facilities for use by park residents only.

18 16. **Park Administration:** The owner and operator of a mobile home park shall be responsible for
19 ensuring the maintenance of all structures and their sites. Park management shall conform to state
20 laws. Compliance with this Ordinance shall not exempt the park owner, developer, or manager
21 from complying with other applicable local, state and federal codes and regulations. The owner
22 and operator may be required to establish to the Planning Board as part of the mobile home park
23 review and approval process that the owner and operator are financially and technically capable,
24 and the Planning Board may require any reasonable performance guarantees allowed under
25 Section 3-8. Performance Guarantees.

26 17. **Conversion of Park:** No development or subdivision which is approved under this section as a
27 mobile home park may be converted to another use without the approval of the Planning Board,
28 and meeting the appropriate lot size, lot width, setback and other requirements. The plan to be
29 recorded at the Cumberland County Registry of Deeds and filed with the town shall include the
30 following restrictions as well as any other notes or conditions of approval.

31 a. The land within the park shall remain in a unified ownership and the fee to lots or portions of
32 lots shall not be transferred.

33 b. No dwelling unit other than a manufactured housing unit shall be located within the park.

34 SECTION 11-7. MULTIPLEX DWELLINGS

35 **A. Applicability:** The construction of any new multiplex dwelling or the conversion of an existing single
36 family dwelling or duplex dwelling into a multiplex dwelling shall comply with the following standards
37 and any other applicable provisions of this Ordinance, including Article X. Performance and Design
38 Standards for Site Plan Review and Subdivision Review. The review of multiplex dwellings shall be
39 pursuant to Article VII. Zoning District Regulations.
40 pursuant to Article VII. Zoning District Regulations.

41 **B. Standards:**

42 1. The number of multiplex units allowed on a tract or parcel shall be calculated by dividing the net
43 residential acreage of the tract or parcel by the minimum lot area per dwelling unit required by
44 the appropriate zoning district for the multiplex development.

45 2. Multiplex housing is housing containing 2 or more attached dwelling units, each of which has
46 independent outside access. Multiple units may be arranged in a variety of configurations. Each
47 individual building may contain no more than 4 units. Existing structures, including large older
48 homes, may be converted to multiplex housing as long as the conversion otherwise meets this
49 definition. Multiplex housing may include condominiums.
50 definition. Multiplex housing may include condominiums.
51 definition. Multiplex housing may include condominiums.

Article XI. Standards For Specific Activities

3. A buffer shall be established between the multiplex housing and any dwelling on abutting tracts or parcels, which buffers shall be sufficient to minimize any potential nuisance, including but not limited to headlights, noise, storage areas and solid waste storage. This buffering shall consist of landscaping, fencing or grading or a combination of some or all of these techniques, and shall be in accordance with Section 10-13. Landscaping, Buffers and Screening.
4. The scale and surface area of parking areas, driveways and paved areas shall be compatible with adjacent structures, must be properly screened (see subsection 3 above) and must provide parking in accordance with Section 10-34. Off Street Parking.
5. It shall be the responsibility of the owner(s) to provide for rubbish disposal, snow removal, and site maintenance. A wooden or masonry screen shall enclose all outdoor storage areas for waste collection at least 6 feet in height.
6. **Useable open space and recreation land** shall be required in all multiplex developments pursuant to Section 10-22. Useable Open Space and Recreation Land in Developments.

SECTION 11-8. EXTRACTION OF EARTH MATERIALS (MINERAL EXTRACTION)

A. Applicability: The following provisions apply to the excavation, processing, and/or storage of more than 1,000 cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location within any 12-month period. Associated activities, such as the reclamation of the extraction site and the transportation of the above stated materials away from the extraction site are also part of the regulated activity. **All commercial operations require permit renewal every 3 years.**

Mineral extraction and/or mineral exploration shall require review pursuant to Article VII. Zoning District Regulations.

See also Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards, and Section 9-2. Groundwater Protection Overlay District: Best Management Practices, as applicable.

B. Application Procedure: Applications shall be accompanied by a plan prepared according to the performance standards and submission requirements of this Ordinance. In addition to the applicable requirements of Article IV. Site Plan Review and Conditional Use Procedures, the plans shall indicate the following: the location of the extraction site/processing/storage site; the property lines and names of abutting landowners and public and private ways; the location of top bank and slope grades, existing and as proposed upon completion of the operation; and details on proposed fencing, buffer strips, signs, lighting, parking and loading areas, entrances and exists. A written statement shall be submitted of the proposed method, regularity, working hours, total proposed land area to be excavated, the volume of material to be removed and plans for the rehabilitation and restoration of the site upon completion of the operation. The Planning Board may also require submission of a hydrogeologic assessment to determine the effects of the proposed activity on groundwater movements and quality within the general area. (Note: new mineral extraction operations are prohibited in the Groundwater Protection Overlay District). The Yarmouth Water District will be notified of any reclamation of mineral extraction operations within the Groundwater Overlay District.

C. Standards:

1. **Buffer Area Required:** The operation shall be shielded from surrounding property by an adequate buffer area of not less than 200 feet from the top of the final grade to the property line, except that the permitting authority/Planning Board may reduce the buffer area from the minimum requirement of 200 feet to a minimum of not less than 100 feet provided that any excavated property remaining will be left in a condition more useful for some future purpose conforming to the district requirements in which the excavation site is located. Natural vegetation shall be undisturbed and maintained in buffer areas.

Article XI. Standards For Specific Activities

- 1 2. Specific plans shall be established to avoid hazards from excessive slopes and/or standing water.
2 In no case may soils be removed or excavated to closer than within 5 feet of the seasonal high
3 water table as may be determined by a competent authority. Where an embankment must be left
4 upon the completion of operations, it shall be at a slope of not steeper than one foot vertical to 3
5 feet horizontal, except that where the required buffer area has been reduced to 100 feet the slope
6 of the edge of the excavation area shall not exceed one foot vertical to 4 feet horizontal. No
7 standing water shall be allowed to remain longer than 2 consecutive calendar weeks unless
8 specifically provided for by the permitting authority.
- 9 3. In the case of any excavation to a depth of more than 20 feet below the surface there shall be
10 constructed a substantial fence with suitable gates completely enclosing the property or area in
11 which the excavation is located. No portion of such fence shall be located closer than 40 feet to
12 the edge of such excavation. However, this condition shall not apply in the case of an excavation
13 or removal of lands adding slope of one foot vertical to greater than 3 feet horizontal.
- 14 4. No excavation shall be extended below the grade of adjacent streets unless a 200 foot buffer strip
15 shall be provided from the edge of the right-of-way except in cases where a specific condition
16 has been made with the consent of the permitting authority and other involved parties such as, the
17 North Yarmouth Road Commissioner, Maine Department of Transportation and other property
18 owners, for the reconstruction of the right-of-way and street at a different level.
- 19 5. Provisions shall be made for the control of storm water runoff to prevent on-site erosion, and to
20 ensure that storm water runoff leaves the site at the same location and is not significantly
21 increased.
- 22 6. **Reclamation:** Only clean non-polluting fill (no non-natural odors, non staining, and not
23 originating at a known spill site) may be used for filling depressions or raising the ground level.
24 Sufficient topsoil shall be retained on the site or otherwise provided sufficient to cover all
25 disturbed areas with an average depth of not less than 2 inches. All disturbed areas resulting from
26 the excavation and removal of lands or soils shall be graded and sloped to conform to the
27 provisions of this Ordinance, reloaded and seeded with grasses indigenous to the area and such
28 trees as the permitting authority may require and otherwise restore to a natural condition. In the
29 case of topsoil removal, the upper 6 inches of topsoil shall be stockpiled and restored to a depth
30 of 6 inches throughout the site. The Planning Board may require that the applicant submit a
31 written recommendation from the Cumberland County Soil and Water Conservation District for
32 the quantities and type a vegetative cover, fertilizer and lime. Erosion and temporary
33 sedimentation control measures shall be employed as specified in Section 10-6. Erosion and
34 Sedimentation Control.
- 35 7. Loaded vehicles shall be suitably covered to prevent dust and contents from spilling or blowing
36 from the load.
- 37 8. All access roads leading from the extraction site to public ways shall be treated with stone or
38 other suitable materials to reduce mud and dust.
- 39 9. If construction equipment is stored, maintained or fueled on site, a Spill Prevention, Control and
40 Containment Plan must be submitted. Any refueling area must be secured from contamination of
41 groundwater by an impervious layer designed by a registered professional engineer.
- 42 10. The Planning Board may also impose reasonable permit conditions to safeguard the neighborhood
43 and the town, which may include but are not limited to, the following: methods of removal or
44 processing; days and hours of operation; type and location of temporary structures; routes for
45 transporting materials; area and depth of excavations; provision for temporary drainage;
46 disposition of stumps, brush and boulders; and cleaning and repair and/or resurfacing of roads
47 used in removal activity which have been adversely affected by said activity.
- 48 11. **Performance Guarantee:** A surety bond or performance guarantee shall be posted with the
49 Town Treasurer by the applicant in an amount and form approved by the permitting authority
50 with the advice of the Selectmen sufficient to guarantee performance and conformity with the
51 provisions of this Ordinance and approval of the permit for the excavation and removal of lands.

Article XI. Standards For Specific Activities

D. Existing Operations: All operations, in existence on June 14, 2005, and involving the excavation, processing and/or storage of more than 1,000 cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location within any 12 month period may continue, but shall obtain a permit in accordance with this Ordinance by January 1, 2007. After this date, these operations shall be deemed unlawful and subject to the full penalties provided by this Ordinance for operating without a permit. In granting a permit for these operations the permitting authority may modify the requirements pursuant to subsection C., when the applicant demonstrates to the Planning Board that there will not be negative impacts to groundwater and other natural resource, public safety or to neighboring properties. The applicant must re-apply for waivers with every permit renewal. Waivers shall not allow existing operations to become more non-conforming.

SECTION 11-9. WIRELESS COMMUNICATIONS FACILITIES

A. Applicability and Purpose: This section is designed and intended to balance the interests of the residents of the town of North Yarmouth and wireless communications providers and customers in the siting of wireless communications facilities within the town. These standards are also intended to minimize the adverse impacts of such facilities, including visual impacts, environmental impacts, impacts to historically significant areas, and safety impacts. The review of wireless communications facilities shall also be pursuant to Article VII. Zoning District Regulations.

B. Exemptions: The following wireless communication facilities are exempt from these regulations:

1. One operated solely by a federally licensed amateur radio operator as part of the Amateur Radio Service ("ham" radio operator), with a maximum tower height of 75 feet, and which is not additionally licensed or used for any commercial purpose, other than by the licensed amateur radio operator.
2. One used solely for single channel business communications, such as pagers and two-way radios, with a maximum tower height of 75 feet.
3. One solely for municipal, public safety, or public works use, with a maximum tower height of 100 feet.

C. Space and Bulk Standards:

1. **Tower Height:** Towers shall not exceed a height of 100 feet, except that where evidence of acceptable design and co-location is provided, the Planning Board may approve an additional 25 feet of tower height per each additional wireless communication service co-locator, not to exceed a maximum tower height of 150 feet.
2. **Antennas:**
 - a. **Height:** Installing antennas on alternative tower structures is permitted, provided the resulting alternative tower structure height does not exceed a maximum height of 150 feet. In the Village Center District the maximum height shall be the highest point of a building or structure
 - b. **Mounting and dimensions:** The mass and dimensions of antennas on a tower or alternative tower structure shall be governed by the following criteria:
 - i. Whip antennas shall not exceed 20 feet in length for an individual antenna, and shall be limited to two per mount, with no more than three mounts at a given level.
 - ii. Microwave dish antennas: The aggregate diameters of microwave dish antennas mounted within a 20 feet vertical section of a tower may not exceed 24 feet, with no single dish being more than 8 feet in diameter and 5 feet in depth, unless otherwise required per the path reliability and/or tower structural studies.

Article XI. Standards For Specific Activities

- iii. Panel antennas: The horizontal centerline of all panel antennas of a single carrier must be aligned in the same horizontal plane, with each antenna not to exceed 8 feet in length nor 2 feet in width.
 3. **Lot area:** A new wireless telecommunications tower shall not be constructed on a lot that does not conform to the minimum lot area required in the zoning district even if such lot is a lawful non-conforming lot of record.
 4. **Setbacks:**
 - a. The center of the base of any telecommunications tower must be setback a distance of at least 100 percent of the height of the tower to any property line, or the required minimum setback of the District in which it is located, whichever is greater.
 - b. Equipment facilities shall meet the required District setback.
 - c. If more than one tower is proposed on a single lot or parcel, they shall be clustered as closely together as technically possible.
 - d. Notwithstanding the height and setback limitations within a zoning district, in order to accommodate the co-location of an additional antenna, a tower, existing as of June 14, 2005, may be modified or rebuilt to a taller height, not to exceed a total maximum of 30 feet more than the tower's height as of June 14, 2005, but only if that additional height will not require any lighting or obstruction painting. The additional tower height shall not require increased lot setbacks.
 - e. There shall be no setback requirements for antennas mounted on alternative tower structures. The standard District setbacks shall continue to apply for alternative tower structures and equipment facilities, where applicable.

D. Co-location Requirements:

1. **On Existing Towers:** Applicants for Site Plan Review for a new wireless communication tower must send written notice to all other such tower and alternative tower structure owners and licensed wireless communication providers utilizing existing towers and alternative tower structures within a 1 mile search radius of the proposed tower, stating their siting needs and/or co-location capabilities. An application for a new tower must include evidence that existing or previously approved towers and alternative tower structures within the town and search area cannot accommodate the communications equipment (antennas, cables, etc.) planned for the proposed tower. Such evidence would be documentation must be from a qualified Maine registered professional engineer. Shared use shall be conditioned on the applicant's agreement to pay a reasonable fee and costs of adapting existing facilities to the proposed use.
2. **Construction of New Towers:** A proposal to construct a new co-located communication tower taller than the maximum height permitted for a single wireless communication service must include evidence that the tower can structurally support a minimum of 3 antenna arrays for each anticipated co-locating entity. (See subsection C.1. Tower Height, above.) Prior to the issuance of any building permits for a co-located tower in excess of the height of a single user tower, the applicant will submit to the CEO executed agreements documenting commitments to co-locate from the number of co-locators approved by the Planning Board.

E. Interest of Telecommunication Entity: A proposal to construct or modify a wireless communication tower must include evidence of a commitment from a duly licensed entity to utilize the tower to provide wireless communication services. All wireless communication entities, which are contracted to locate on the tower, must join as applicants.

F. Submissions: In addition to all of the relevant Site Plan Review submission requirements listed in Article IV. Site Plan Review and Conditional Use Procedures, the following submissions shall be required unless waived by the Planning Board:

Article XI. Standards For Specific Activities

1. A report from a Maine registered professional engineer that describes the tower, the technical reasons for the tower design and the capacity of the tower, including the number(s), type(s), and volume(s) of antenna(s) that it can accommodate and the basis for the calculation of capacity.
2. Written approval by all applicable state and federal agencies, including but not limited to the FAA and FCC, including a description of any conditions or criteria for the approval, or a statement from the agency that no approval is required.
3. A letter of intent that commits the tower owner and his or her successors in interest to: respond in a timely, comprehensive manner to a request for information from a potential co-location applicant; negotiate in good faith for shared use by third parties that have received an FCC license or permits; allow shared use if an applicant agrees in writing to pay reasonable charges.
4. Evidence that co-location on existing or approved towers or an alternative tower structure is not possible, per Subsection D. above. If the proposed tower cannot be accommodated on an existing or approved tower site, the applicant must assess whether such tower site could be changed to accommodate the proposed tower, and generally describe the means and projected cost of shared use of the existing or approved tower site.
5. Proof of financial capacity to build, maintain, and remove the proposed tower.
6. An inventory of all of the provider's existing and approved towers, antennas or sites within the town of North Yarmouth and locations in surrounding communities where wireless telecommunications are proposed to be utilized in conjunction with the facility proposed in the application.
7. Photos showing site vegetation, existing and adjacent structures, views of and from the proposed site, topography, and land uses on the proposed parcel and on abutting properties.
8. Landscaping plan reflecting the location of proposed screening and fencing, planting areas, proposed plantings, existing plant materials to be retained and trees or shrubs to be removed.
9. Elevation drawings, cross-sectional area or silhouette, of the facility, drawn to scale, and showing all measurements, both linear and volumetric, showing front, sides and rear of the proposed facility including all fencing, supporting system for transmission cables running between the tower and accessory structures, control panels, antennas, and existing structures and tress. Reference any design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
10. Detail of the tower base or method of attachment to a structure. If the facility will be attached to an existing building or structure, provide measurements and elevations of the structure.
11. A visual analysis, which may include photo montage, field mock up, or other techniques, which identifies the potential visual impacts, at design capacity, of the proposed facility. Consideration shall be given to views from public areas as well as from private residences. The overall analysis shall assess the cumulative impacts of the proposed facility and other existing and foreseeable communication facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed communication service.
12. Identify any other telecommunication facilities existing or proposed on the site.
13. Details of all accessory structures including buildings, parking areas, utilities, gates, access roads, etc.
14. **Structural Requirements:** Telecommunication towers shall be designed and installed in accordance with the most current standards of the Electronic Industries Association (EIA) Structural Standards for Steel Antenna Towers and Antenna Supporting Structures. The applicant's engineer shall provide documentation showing that the proposed transmission tower meets or exceeds the most current standards of the American National Standards Institute ANSI/EIA/TIA-222 for Cumberland County relative to wind and ice loads when the tower is fully loaded with antennas, transmitters, and other equipment as described in the submitted plan. For towers or antennas placed on buildings or alternative tower structures, the applicant shall also provide written certification that the building or ATS itself is structurally capable of safely supporting the tower or antennas and their accompanying equipment.

Article XI. Standards For Specific Activities

G. Wireless Communication Facilities (WCF) Design Standards:

1. Except where dictated by federal or state requirements, the Planning Board may require that a proposed tower be camouflaged or designed to blend with the surroundings. This may include, but is not limited to, having a galvanized finish, being painted "flat" blue gray or in a sky-tone above the top of surrounding trees and earth-tone below treetop level.
2. Equipment facilities shall be adjacent to the tower base unless an alternative location will be less visually obtrusive or topographic considerations require an alternative location.
3. Equipment facilities shall be no taller than one story in height and shall be treated to look like a building or facility typically found in the area.
4. No obstruction painting or any lighting shall be permitted on any towers, except where dictated by federal or state requirements. If lighting is required, the Planning Board may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding properties and views.
5. Manually operated or motion detecting security lighting is permitted.
6. The Planning Board may require special design of the facilities where findings of particular sensitivity are made (e.g., proximity to historic or aesthetically significant structures, views and/or community features).
7. Sufficient anti-climbing measures and other security measures preventing access to the site shall be incorporated into the facility, as needed, to reduce the potential for trespass and injury.
8. Antenna arrays: Antenna arrays located on an existing structure or alternative tower structure shall be placed in such a manner so as to not be visible from a ground level view adjacent to the structure. If, however, circumstances do not permit such placement, the antenna array shall be placed and colored to blend into the architectural detail and coloring of the host structure.

H. Location: Wireless telecommunication facilities shall not be sited in areas of high visibility unless the Planning Board finds that no other location is technically feasible. If the facility is to be sited above the ridgeline it must be designed to minimize its profile by blending with the surrounding existing natural and man-made environment. No facility shall be located so as to create a significant threat to the health or survival of rare, threatened or endangered plant or animal species.

I. Additional Standards and Criteria: Mitigation measures shall be utilized to screen antennas and towers from view from public rights-of-way or scenic vistas, either via landscaping, fencing or other architectural screening. Creative design measures shall be employed to camouflage facilities by integrating them with existing buildings and among other uses. Other technically feasible sites shall be investigated and, if available, the proposed facility shall be relocated in order to minimize the effect of the location on visually sensitive areas such as residential communities, historical areas and open space areas.

J. Waiver Provision: The Planning Board, in its sole discretion, may modify or waive any of the submission requirements, application procedures, or standards of this section, 11-9. Wireless Communication Facilities, when it determines that, because of the type or size of the project or circumstances of the site, such requirements would not be applicable or would be unnecessary to determine compliance with the approval standards. The Planning Board must additionally determine that such modification or waiver would not adversely affect properties in the vicinity or the general safety and welfare of the town. The burden of proof regarding any such modification or waiver rests solely with the applicant and must be shown to be consistent with federal and state law. Notwithstanding the authority of the Planning Board to grant a waiver, in no instance may the height of a new tower exceed 250 feet or may the height of an alternative tower structure be increased to more than 250 feet.

K. Amendments: Any change to existing, previously approved and proposed towers requires site plan approval pursuant to Article VII. Zoning District Regulations. Changes include, but are not limited to,

Article XI. Standards For Specific Activities

1 modifications to the approved height and to the approved attachments such as antennas and dishes as well
2 as requests for additional attachments.

4 **L. Removal of Abandoned Wireless Communication Facility (WCF):**

- 5 1. The owner of a WCF shall notify the CEO of the date of cessation of use of the facility or any
6 component(s) thereof within one month from the date of such cessation. If the owner fails to give
7 the notice required by this paragraph, the CEO shall make a determination of such date, which
8 determination shall be conclusive.
- 9 2. Any WCF or component thereof that is not operated for a continuous period of 12 months shall
10 be considered abandoned. The owner of an abandoned WCF or component thereof shall remove it
11 within 90 days of receipt of notice from the CEO of determination of abandonment.
- 12 3. All above ground structures, equipment, foundations, guy anchors, utilities and access roads or
13 driveways specifically constructed to service the tower, structures, equipment or utilities shall be
14 removed, and the land returned to a condition as near to the original pre-construction condition as
15 possible.
- 16 4. At the time of approval, the applicant for a new tower shall post a performance guarantee in the
17 form of a continuous corporate surety bond, an irrevocable letter of credit, or an escrow account
18 in favor of the town equal to 125 percent of the estimated demolition and removal cost of the
19 tower and associated facilities if abandoned at any time by the applicant. Such performance
20 guarantee shall be satisfactory to the Selectmen as to the issuer, form, sufficiency, surety and
21 manner of execution. All performance guarantees shall be on a continuous basis, with any
22 provision for cancellation to include that a minimum 30-day notice of cancellation or non-
23 renewal be sent by certified mail to the town of North Yarmouth. If there are two or more users of
24 a single tower or WCF, then this provision shall not apply until all users cease using the tower or
25 WCF.
- 26 5. If all antennas above a manufactured connection on a tower are removed, the resulting unused
27 portions of the tower shall subsequently be removed within 6 months.
- 28 6. The replacement of all or portions of a WCF previously removed requires a new site plan
29 approval per Article IV. Site Plan Review and Conditional Use Procedures.

31 **M. Inspections:**

- 32 1. Inspection of towers by a Maine registered professional engineer shall be performed to insure
33 structural integrity. Such inspections shall be performed as follows:
 - 34 a. Monopole towers: At least once every 7 years following completion of construction. The
35 inspection shall take place between the sixth and seventh year of the repeat sequence.
 - 36 b. Self-supporting towers: At least once every 5 years following completion of construction.
37 The inspection shall take place between the fourth and fifth year of the repeat sequence.
 - 38 c. Guyed towers: At least once every 3 years following completion of construction. The
39 inspection shall take place between the second and third year of the repeat sequence.
- 40 2. The inspection report shall be submitted to the CEO within 30 days of its receipt by the tower
41 owner. Based upon the results of the inspection, the CEO may require repair or demolition of the
42 tower.
- 43 3. The cost of such inspections, reports, repairs or demolition required under this Section of the
44 Ordinance shall be borne entirely by the tower owner. Required repairs shall be completed within
45 90 days or less as required by the CEO for safety reasons.
- 46 4. Failure to provide required inspection reports in the required time schedule shall be deemed
47 prima facie evidence of abandonment.

SECTION 11-10. HOME OWNER/PROPERTY OWNERS' ASSOCIATIONS

A. Purpose and Applicability: The purpose of this section is to assure the continued maintenance of common open space, and recreational and other facilities within residential developments.

B. Standards and Requirements:

1. If any of the open space, recreational or other facilities are to be reserved by the individual residential unit owners as common open space or facilities, each unit owner shall own a fractional interest in the common open space or facilities, and the developer shall be required prior to final subdivision plan approval to incorporate a homeowners' association consisting of the individual unit owners, which incorporation must comply with the following:
 - a. Proposed covenants shall be placed in each deed from the developer to the individual unit owner, which deed covenants shall require mandatory membership in the homeowners' association, and shall set forth the unit owners' rights, interests, privileges and obligations in the association and in the common open space and/or facilities, including homeowners association's responsibility and obligation to maintain and/or monitor the common open space and/or any facilities.
 - b. The homeowners' association shall develop a system to levy and collect annual charges against any and all individual lot owners to defray any expenses connected with the maintenance of common open space and/or facilities, and this system shall be described in said deed covenant or by some other legal instrument made binding upon the individual unit owner and running with the land.
 - c. The developer shall maintain control of the common open space and/or facilities, and shall be responsible for its maintenance until 75 percent of the residential dwelling units/lots in the subdivision have been sold, at which time, the homeowners' association shall be responsible for such maintenance, and this obligation shall be described in said deed covenant or by some other legal instrument made binding upon the individual unit owner and running with the land.
 - d. All such proposed deed covenants and other legal documents pertaining to the common open space and/or facilities shall be reviewed by the Town Attorney, and, if approved by the Planning Board, shall be recorded in the Cumberland County Registry of Deeds, and included or referred to in the deed to each unit.
 - e. All legal documents required under this subsection must be submitted with the final subdivision plan application.

SECTION 11-11 HOME BASED OCCUPATION [Amended 5/30/09]

A. Purpose: Recognizing the long established presence of a wide variety of locally owned and operated home based business throughout the town, there is a need to balance the needs of home based businesses with those of neighboring homeowners. While not discouraging home based business from starting up and growing, this ordinance seeks to regulate and control the impact of home based occupations on abutters and to create clear expectations for proprietors of home based occupations.

B. Standards and Requirements: To be approved as a home based occupation in a non-commercially zoned area the following conditions will apply:

1. The occupation is owned and operated by a member or members of the family residing within the dwelling unit
2. The occupation is clearly secondary to the residential use of the dwelling unit.

Article XI. Standards For Specific Activities

3. Outdoor parking, visible to abutters, for employees not working at the residence typically cannot exceed three vehicles. No on street parking permitted.
4. Signs, exterior displays and any other indications of a home based occupation in a residential zone require conditional use approval from the Planning Board.
5. Exterior storage of materials or equipment must be screened from abutters and the road and must meet minimum structure setback requirements contained in Article VII, Table 7-2.
6. Lighting in and around the dwelling and any outbuildings must be consistent with the exterior lighting for a residential dwelling
7. Hours of operation shall be reasonable and normal for a residential area. If the normal hours of operation go beyond the hours of 5:00 a.m. to 8:00 p.m. then a conditional use permit is required and the standards for review shall be the items listed in paragraph B.8. [Amended 6/18/11]
8. Noise, vibration, smoke, dust, electrical disturbance, odors, heat or glare will not be detectable at objectionable or unreasonable levels beyond the property limits. Further, the operation of the occupation shall not create safety issues or traffic concerns.

ARTICLE XII. DEFINITIONS

ARTICLE XII. DEFINITIONS

For purposes of this Ordinance, the following terms, words and phrases shall have the meanings given herein. All words not defined herein shall have their customary and usual meanings. Where so indicated by the text, these definitions also include substantive regulations. Where reference is made to town or state laws, ordinances, or regulations, each reference to a particular law, regulation, or section shall include all amendments and successor sections.

Abutter: For purposes of giving notices required by this ordinance, the term abutter includes owners of any property any portion of which is located within 500 feet of the perimeter of the property which is the subject of the notice. For all other purposes, the term abutter means a person whose property shares all or part of a common lot line with the property under consideration or whose property is separated by a public or private road from the property under consideration and is located wholly or partly opposite the property under consideration. [Amended 5/30/09]

Accessory Apartment: A single, subordinate dwelling unit accessory and incidental to an existing or new single-family dwelling, intended to be a separate suite of rooms where one or two people occupy the unit.

Accessory Building or Structure: A detached or attached subordinate building or structure, the use of which is clearly incidental and related to that of the principal building or use of land, and which is located on the same lot as the principal building or use. For residential uses, accessory buildings and structures shall include, but not be limited to, the following: garage, gazebo, greenhouse, home workshop, recreational facilities for use by the occupants of the residence, such as a swimming pool or a tennis court, and related structures.

Accessory Structure or Use (applicable within the Residential Shoreland District and the Resource Protection District, only): A use or structure which is incidental and subordinate to the principal use or structure. Accessory uses, when aggregated, shall not subordinate the principal use of the lot. A deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure. [Amended 5/17/08]

Acre: 43,560 square feet of horizontal area

Advanced Wastewater Treatment Systems (AWT): A wastewater treatment plant that meets the U.S. Environmental Protection Agency secondary treatment guidelines for septic effluent when added to a septic tank and disposal field system.

Affordable Housing: Residential dwelling units that may be rented or purchased for occupancy by buyers with low incomes and moderate incomes as established for the Portland Statistical Area by the Maine State Planning Office or the Greater Portland Council of Governments. An owner-occupied housing unit is affordable to a household if the unit's sale price is reasonably anticipated to result in monthly housing costs (including mortgage principal and interest payments, mortgage insurance costs, homeowners' insurance costs, and real estate taxes) that do not exceed 28 percent of the household's gross monthly income. Determination of mortgage amounts and payments are to be based on down payment rates and interest rates generally available to households in this target group. A renter-occupied housing unit is affordable to a household if the unit's monthly housing costs, including rent, do not exceed 28 percent of the household's gross monthly income.

Low Income: Family income, which is less than 80 percent of the median family income for the Portland Statistical Area as, established by the State Planning Office or the Greater Portland Council of Governments.

Moderate Income: Family income which is between 80 percent and 150 percent of the median family income for the Portland Statistical Area as established by the State Planning Office or the Greater Portland Council of Governments.

Aggrieved Party: An owner of land whose property is directly or indirectly affected by the granting or denial of a permit or variance under this Ordinance; a person whose land abuts land for which a permit or

ARTICLE XII. DEFINITIONS

1 variance has been granted; or any other person or group of persons who have suffered particularized
2 injury as a result of the granting or denial of such permit or variance.

3 **Agriculture:** The production, boarding, keeping or maintenance for sale or lease of plants and/or animals,
4 including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy
5 products; poultry and poultry products; livestock; fruits and vegetables; and ornamental and green house
6 products. Agriculture does not include forest management and timber harvesting activities. Agriculture
7 does include activities on the parcel in support of the agriculture use. [Amended 5/30/09]

8 **Airport Fueling Area:** Area in which aircraft refueling occurs and in which fuel is stored.

9 **Alternative Tower Structure (ATS):** Clock towers, bell steeples, light poles, water towers, electrical
10 transmission line towers, smokestacks, and similar mounting structures that camouflage, conceal or
11 support the presence of antennas or towers.

12 **Animal Husbandry:** The raising of animals for commercial gain. Any animal husbandry operation that
13 files an IRS federal income tax form F shall be considered a commercial operation.

14 **Antenna/Antenna Array:** A system of one or more rods, panels, discs or similar devices used for the
15 transmission or reception of radio frequency (RF) signals through electromagnetic energy. These include,
16 but are not limited to, omni-directional antennas (whip or rod), directional antennas (panel) and parabolic
17 antennas (dish or disc).

18 **Antenna Support Structure:** Any pole, telescoping mast, tower tripod, or any other structure which
19 attaches to a tower and supports one or more antenna(s).

20 **Applicant:** The person applying for a permit or approval, including a building/land use permit, or site
21 plan review or subdivision approval under this Ordinance.

22 **Aquaculture:** The growing or propagation of harvestable freshwater plant or animal species. [Amended
23 5/17/08]

24 **Auto Chemical Suppliers Wholesaler:** A commercial establishment that sells chemicals used for
25 automotive operation, repair, or maintenance to retailers; and establishment where such chemicals are
26 stored in bulk quantities.

27 **Average Daily Traffic (ADT):** The average number of vehicles per day that enter and exit the premises
28 or travel over a specific section of road.

29 **Basal Area:** The area of cross-section of a tree stem at 4½ feet above ground level and inclusive of bark.

30 **Basement:** Any portion of a structure with a floor-to-ceiling height of 6 feet or more and having more
31 than 50 percent of its volume below the existing ground level.

32 **Bed and Breakfast:** An owner-occupied building in which up to 9 guest rooms are used to provide
33 overnight accommodations for transient guests.

34 **Best Management Practices, Groundwater Protection:** Common sense operational procedures for
35 handling, storage and disposal of regulated substances; procedures designed to minimize the impact of
36 certain activities or land uses on groundwater.

37 **Boat Launching Facility:** A facility designed primarily for the launching and landing of watercraft, and
38 which may include an access ramp, docking area, and parking spaces for vehicles and trailers.

39 **Buffer Area:** A part of a property or an entire property, which is not built upon and is specifically
40 intended to separate and thus minimize the effects of a land use activity (e.g. noise, dust, visibility, glare,
41 etc.) on adjacent properties or on sensitive natural resources.

42 **Building:** Any structure having a roof supported by columns or walls for the shelter of persons, animals
43 or personal property.

44 **Building Envelop:** The two dimensional space within which a structure is permitted to be built on a lot
45 and that is defined by minimum setbacks and/or other areas where development is restricted.

46 **Business and Professional Offices:** Establishments primarily engaged in rendering services on a fee or
47 contract basis such as, but not limited to: advertising and mailing; building maintenance; employment
48 services; research; or the office of a member of a recognized profession maintained for the conduct of that
49 profession.

ARTICLE XII. DEFINITIONS

1 **Campground:** Any area or tract of land used to accommodate for commercial purposes two or more
2 parties in temporary living quarters, including but not limited to tents, recreational trailers, camping
3 outfits, or other shelters.

4 **Canopy:** The more or less continuous cover formed by tree crowns in a wooded area. [Amended 5/17/08]

5 **Cemetery:** An area where dead bodies and cremated remains are buried. [Amended 6/18/11]

6 **Chemical Bulk Storage:** Storage of a chemical or chemicals in a container or containers larger than those
7 intended for normal homeowner or retailer purposes. Proper, non-commercial, homeowner use of
8 chemicals not included.

9 **Chemical Reclamation:** Commercial processing or storage of used chemicals intended for re-use.

10 **Clustered Housing Development:** A residential development planned and developed as a whole or in a
11 programmed series of developments, which allows for the compact grouping of dwelling units. Cluster
12 developments treat the developed area as an entirety to promote flexibility in design, architectural
13 diversity, the efficient use of land, a reduction in the size of road and utility systems, the creation of
14 permanent, common open space, and the permanent retention of the natural characteristics of the land.

15 **Code Enforcement Officer:** The person duly authorized by the town to carry out the duties as prescribed
16 herein.

17 **Commercial Use:** The use of lands, buildings, or structures, other than a "home occupation," defined
18 below, the intent and result of which activity is the production of income from the buying and selling of
19 goods and/or services, exclusive of rental of residential buildings and/or dwelling units.

20 **Common Open Space:** Land within or related to a subdivision, not individually owned or within an
21 individual lot, which is designed and intended for the common use or enjoyment of the residents of the
22 development or the general public. It may include complementary structures and improvements, typically
23 used for maintenance and operation of the open space, such as for outdoor recreation.

24 **Community Living Arrangements:** As defined in 30-A M.R.S.A. Section 4357 - housing for 8 or fewer
25 persons with "disabilities" that is approved, authorized, certified or licensed by the state of Maine and
26 must be deemed a single family use. "Disabilities" have the same meaning as the term "handicap" in the
27 federal Fair Housing Act U.S. Code, Sec. 3602. "Handicap" means, with respect to a person –

- 28 1. A physical or mental impairment which substantially limits one or more of such person's major
29 life activities,
- 30 2. A record of having such impairment, or being regarded as having such impairment, but such term
31 does not include current, illegal use of or addiction to a controlled substance.

32 **Complete Application:** An application shall be considered complete upon submission of the required fee
33 and all information required by this Ordinance, or by a vote by the CEO or Planning Board, as applicable,
34 to waive the submission of required information.

35 **Complete Substantial Construction:** The completion of a portion of the improvements that represents
36 no less than 30 percent of the costs of the proposed improvements within a development or subdivision. If
37 a subdivision is to consist of individual lots to be sold or leased by the subdivider, the cost of construction
38 of buildings on those lots shall not be included. If a subdivision is a multiplex development, or if the
39 applicant proposes to construct the buildings within the subdivision, the cost of building construction
40 shall be included in the total costs of proposed improvements.

41 **Conditional Use:** A Conditional Use is a structure or use that is generally not appropriate in a given
42 zoning district, but with restrictions and if controlled as to location, size and off-site impacts may have no
43 adverse effects upon the public health, safety or welfare, surrounding properties, the natural environment,
44 or on municipal services. The only structures or uses that shall be permitted as conditional uses are those
45 approved as Conditional Uses by the Planning Board.

46 **Conservation Easement:** A non-possessory interest in real property imposing limitations or affirmative
47 obligations, the purposes of which include retaining or protecting natural, scenic or open space values of
48 real property; assuring its availability for agricultural, forest, recreational or open space use; protecting
49 natural resources; or maintaining air or water quality.

50 **Demolition Permit:** Official authorization to remove part, or all, of a building or structure.

51 **Density:** The number of dwelling units per acre of land.

ARTICLE XII. DEFINITIONS

1 **Developed Area:** Any area on which a site improvement or change is made, including buildings,
2 landscaping, parking areas, and streets.

3 **Development (applicable within the Residential Shoreland District and the Resource Protection**
4 **District, only):** A change in land use involving alteration of the land, water or vegetation, or the addition
5 or alteration of structures or other construction not naturally occurring. [Adopted 5/17/08]

6 **Dimensional Requirements:** Numerical standards relating to spatial relationships including but not
7 limited to setback, lot area, street frontage, shore frontage and height.

8 **Disability:** Any disability, infirmity, malformation, disfigurement, congenital defect or mental condition
9 caused by bodily injury, accident, disease, birth defect, environmental conditions or illness; and also
10 includes the physical or mental condition of a person which constitutes a substantial handicap as
11 determined by a physician or in the case of mental handicap, by a psychiatrist or psychologist, as well as
12 any other health or sensory impairment which requires special education, vocational rehabilitation or
13 related services.

14 **District:** A part, zone or geographical area within the town within which specific zoning and/or
15 development regulations apply.

16 **Driveway (applicable to the Residential Shoreland and Resource Protection Districts, only):** A
17 vehicular access-way less than 500 feet in length serving 2 single-family dwellings or one two-family
18 dwelling, or less. [Amended 5/17/08]

19 **Driveway:** A vehicular access-way serving two dwelling units or less.

20 **Drive-through Eating Place:** A business where food is purchased in such a manner as to permit
21 customers or patrons to receive goods or services while remaining in their motor vehicles.

22 **Duff:** Decaying organic matter consisting of the dead leaves, evergreen needles, tree parts and other
23 organic matter typically found on the forest floor.

24 **Duplex:** A detached building used for residential occupancy by 2 families living independently of each
25 other. The dwelling units are totally separated from each other by an un-pierced wall extending from
26 ground to roof.

27 **Dwelling:** A building designed or used as the living quarters for one or more families. The term shall not
28 be deemed to include motel, rooming house, lodging house, hotel, inn or trailer.

29 **Dwelling, Detached:** A dwelling that is designed to be and is substantially separate from any other
30 building or buildings except accessory buildings.

31 **Dwelling, Single-Family Detached:** A building designed or intended to be used exclusively for
32 residential occupancy by one family only and containing only one dwelling unit, or one dwelling unit
33 with an accessory apartment.

34 **Dwelling Unit:** A room or group of rooms designed and equipped exclusively for use as permanent,
35 seasonal, or temporary living quarters for only one family at a time, and containing cooking, sleeping and
36 toilet facilities. The term shall include mobile homes and rental units that contain cooking, sleeping, and
37 toilet facilities regardless of the time-period rented. Recreational vehicles are not residential dwelling
38 units. [Amended 5/17/08]

39 **Emergency Operations:** Operations conducted for the public health, safety or general welfare, such as
40 protection of resources from immediate destruction or loss, law enforcement, and operations to rescue
41 human beings, property and livestock from the threat of destruction or injury.

42 **Essential Services:** Gas, electrical or communication facilities; steam, fuel, electric power or water
43 transmission or distribution lines, towers and related equipment; telephone cables or lines, poles and
44 related equipment; gas, oil, water, slurry or other similar pipelines; municipal sewage lines, collection or
45 supply systems; and associated storage tanks. Such systems may include towers, poles, wires, mains,
46 drains, pipes, conduits, cables, fire alarms and police call boxes, traffic signals, hydrants and similar
47 accessories, but shall not include service drops or buildings which are necessary for the furnishing of such
48 services. Essential services do not include wireless communications towers.

49 **Expansion of a Structure:** An increase in the floor area or volume of a structure, including all extensions
50 such as, but not limited to attached decks, garages, porches and greenhouses.

ARTICLE XII. DEFINITIONS

1 **Expansion of a Use:** The addition of one or more months to a use's operating season; or the use of more
2 floor area or ground area devoted to a particular use.

3 **FAA:** Federal Aviation Agency

4 **Family:** One or more persons occupying a premises and living as a single housekeeping unit.

5 **Family Burial Grounds:** An area where dead bodies and cremated remains are buried. Family burial
6 grounds must comply with all space and dimensional requirements in Table 7-2 and must comply with all
7 applicable state regulations. The Town shall have no maintenance obligations except as required by state
8 law. [Amended 6/18/11].

9 **FEMA:** Federal Emergency Management Agency

10 **Final Plan:** The final drawings on which the applicant's plan of a subdivision or development is
11 presented to the Planning Board for approval and which, if approved, may be recorded at the Cumberland
12 County Registry of Deeds, in the case of a subdivision.

13 **Floodway:** The channel of a river or other watercourse and adjacent land areas that must be reserved in
14 order to discharge the 100-year flood without cumulatively increasing the water surface elevation by more
15 than one foot in height.

16 **Floor Area (Applicable to areas outside the Residential Shoreland District and Resource Protection
17 District):** The sum of the gross horizontal area of the floors of a building, excluding basement floor areas.

18 **Floor Area (Applicable to areas within the Residential Shoreland District and Resource Protection
19 District):** The sum of the horizontal areas of the floor(s) of a structure enclosed by exterior walls, plus the
20 horizontal area of any unenclosed portions of a structure such as porches and decks.

21 **Food Processor:** A commercial establishment that processes, treats, bottles, cans or otherwise modifies
22 food in preparation for wholesale.

23 **Foundation:** The supporting substructure of a building or other structure, excluding wooden sills and
24 post supports, but including basements, slabs, frost walls, or other base consisting of concrete, block,
25 brick or similar material. [Amended 5/17/08]

26 **Fuel Oil Distributor; Fuel Oil Storage:** The storage of fuel for distribution or sale. Storage of fuel oil
27 not for domestic use, i.e., not in tanks directly connected to burners.

28 **Functionally Water-dependent Uses:** Those uses that require, for their primary purpose, location on
29 submerged lands or that require direct access to, or location in, coastal or inland waters and that can not
30 be located away from these waters. The uses include, but are not limited to commercial and recreational
31 fishing and boating facilities, excluding recreational boat storage buildings, finfish and shellfish
32 processing, fish storage and retail and wholesale fish marketing facilities, waterfront dock and port
33 facilities, shipyards and boat building facilities, marinas, navigation aids, basins and channels, retaining
34 walls, industrial uses dependent upon water-borne transportation or requiring large volumes of cooling or
35 processing water that can not reasonably be located or operated at an inland site, and uses that primarily
36 provide general public access to the water. [Amended 5/17/08]

37 **Gas Station, Service Station:** Any place of business at which gasoline, other motor fuels or motor oil are
38 sold to the public for use in a motor vehicle, regardless of any other business on the premises.

39 **Ground Cover:** Small plants, fallen leaves, needles and twigs, and the partially decayed organic matter
40 of the forest floor. [Adopted 5/17/08]

41 **Growth Districts:** Growth districts include the Village Center District and Village Residential District.

42 **Hazardous Material:** Any gaseous, liquid or solid materials, either in pure form or incorporated into
43 other materials, designated as hazardous by the Maine Department of Environmental Protection.

44 **Hazardous Waste:** Any substance identified under Chapter 850, Identification of Hazardous Wastes, of
45 the rules of the State of Maine, Department of Environmental Protection, effective date July 1, 1980,
46 including revisions or amendments thereto, and any radioactive waste material.

ARTICLE XII. DEFINITIONS

1 **Heat Treator, Smelter, Annealer, Descaler:** Commercial metal-working establishments involved with
2 these processes on a regular basis.

3 **Height of a Structure:** The vertical distance between the mean original (prior to construction) grade at
4 the downhill side of the structure and the highest point of the structure, excluding wireless
5 communications facilities and excluding chimneys, steeples, antennas, and similar appurtenances that
6 have no floor area. [Amended 5/17/08]

7 **Height, Wireless Communications Facility Tower or Alternative Tower Structure:** The vertical
8 distance measured from the lowest point within 10 feet of the base of the structure on the ground to the
9 highest point of the tower or ATS, including the base pad, all antennas and other attachments. When
10 towers are mounted upon buildings or other structures, the total vertical height is measured from the
11 lowest point within 10 feet of the ground level of the building or structure to the highest point of all
12 appurtenances on the tower.

13 **High Intensity Soil Survey:** A map prepared by a Maine Certified Soil Scientist, identifying the soil
14 types down to 1/8 acre or less at a scale equivalent to the subdivision plan submitted. The soils shall be
15 identified in accordance with the National Cooperative Soil Survey. The map shall show the location of
16 all test pits used to identify the soils, and shall be accompanied by a log of each sample point identifying
17 the textural classification and the depth to seasonal high water table or bedrock at that location. Single soil
18 test pits and their evaluation for suitability for subsurface waste water disposal systems shall not be
19 considered to constitute high intensity soil surveys.

20 **Home Based Occupation in Non-commercial Zones:** an occupation primarily conducted off premises
21 but where storage of equipment, materials, signs, or work product may occur or ancillary activities take
22 place. [Amended 5/30/09]

23 **Home Occupation:** A home occupation is an occupation or profession which is: customarily carried on
24 in a dwelling unit or in a building or other structure accessory to a dwelling unit; carried on by a member
25 of the family residing in the dwelling unit; clearly incidental, compatible, and secondary to the use of the
26 dwelling unit of residential purposes; so located and conducted that the average neighbor, under normal
27 circumstances, would not be aware of its existence. Any use that would be prohibited as a commercial
28 business in the Groundwater Protection Overlay District is also prohibited as a home occupation. A home
29 occupation must comply with the requirements of Section 11-4. Home Occupations. [Amended 5/30/09]

30 **Impervious Surface:** That portion of a site which is or will be improved with principal and accessory
31 buildings and structures, and roads, driveways, parking lots, pedestrian walkways, signs and other
32 improvements on the surface of the ground which are more impervious than the natural surface of the site.

33 **Increase in Nonconformity of a Structure:** Any change in a structure or property which causes further
34 deviation from the dimensional standard(s) creating the nonconformity such as, but not limited to,
35 reduction in water body, tributary stream or wetland (Knight's Pond or the Deer Brook wetland) setback
36 distance, increase in lot coverage, or increase in height of a structure. Property changes or structure
37 expansions which either meet the dimensional standard or which cause no further increase in the linear
38 extent of nonconformance of the existing structure shall not be considered to increase nonconformity. For
39 example, there is no increase in nonconformity with the setback requirement for water bodies, wetlands
40 (Knight's Pond or the Deer Brook wetland), or tributary streams if the expansion extends no further into
41 the required setback area than does any portion of the existing nonconforming structure. Hence, a
42 structure may be expanded laterally provided that the expansion extends no closer to the water body,
43 tributary stream, or wetland than the closest portion of the existing structure from that water body,
44 tributary stream, or wetland (Deer Brook wetland or Knight's Pond). Included in this allowance are
45 expansions, which in-fill irregularly, shaped structures. [Amended 5/17/08]

46 **Individual Private Campsite:** An area of land which is not associated with a campground, but which is
47 developed for repeated camping by only one group not to exceed 10 individuals and which involves site
48 improvements which may include but not be limited to a gravel pad, parking area, fire place, or tent
49 platform.

50 **Industrial:** The assembling, fabrication, finishing, manufacturing, packaging or processing of goods, or
51 the extraction of minerals. [Adopted 5/17/08]

ARTICLE XII. DEFINITIONS

Inert Fill: Material placed on or into the ground as fill; the material will not react chemically with soil, geologic material, or groundwater that may be present at the site.

Institutional: A non-profit or quasi-public use, or institution such as a church, library, public or private school, hospital, or municipally owned or operated building, structure or land used for public purposes. [Adopted 5/17/08]

Junkyard/Automobile Graveyard: A lot or part thereof, exposed to the elements, which is used for the storage or sale of second hand products or materials, such as automobile parts, building supplies, bottles, papers, household appliances, and/or old or scrap iron, copper, brass. Also, includes the storage of automobiles, trucks or other motor vehicles, two or more of which have remained for a period of 6 consecutive months either unregistered or without state inspection certificates affixed thereto.

Kennel: A commercial establishment or non-profit animal shelter in which 6 or more dogs, cats or other similar household pets are housed, bred, boarded, trained or sold. The number of animals in this definition shall not include animals under the age of 6 months.

Land Reclamation: The placement of solid fill and materials in a formerly excavated gravel pit for the purpose of reclamation of such gravel pit, provided, however, that all necessary Maine Department of Environmental Protection permits have been obtained.

Level of Service: A description of the operating conditions a driver will experience while traveling on a particular street or highway calculated in accordance with the provisions of the Highway Capacity Manual, 1991 edition (or the most current edition), published by the National Academy of Sciences, Transportation Research Board. There are 6 levels of service ranging from Level of Service A, with free traffic flow and no delays to Level of Service F, with forced flow and congestion resulting in complete failure of the roadway.

Licensed Forester: A forester licensed under 32 M.R.S.A. Chapter 76. [Adopted 5/17/08]

Light Manufacturing: A business establishment engaged in the manufacturing, packaging, processing, assembling, or testing of goods or products, provided that all operations shall be carried on indoors and in such a manner as to confine smoke, fumes, dust, odors, and noise to the premises, and that no operations shall constitute a hazard by reason of the potential for fire, explosion, radiation release or other casualty.

Lot: An area of land in one ownership, or one leasehold, with ascertainable boundaries established by deed or instrument of record, or a segment of land ownership defined by lot boundary lines on a subdivision plan duly approved by the Planning Board and recorded in the Cumberland County Registry of Deeds.

Lot Area: The area of land enclosed within the boundary lines of a lot, minus the following: (1) land below the normal high-water line of the Royal River, Chandler Brook and the East Branch; (2) land below the high-water line of those sections of Toddy Brook, Pratt's Brook, Deer Brook and the unnamed tributary to Chandler Brook that are zoned as Resource Protection Districts; and (3) land below the upland edge of the Deer Brook Wetland or Knight's Pond, including the Knight's Pond wetland, and areas beneath roads serving more than two lots.

Lot, Back: A lot that does not abut a street, except as allowed in Section 8-3 where the required 50 foot wide right-of-way may abut the street. [Amended 6/18/11]

Lot, Corner: A lot with at least two contiguous sides abutting a street or right-of-way.

Lot Coverage: The percentage of total area of the lot that is covered by impervious areas or surfaces, such as buildings, roads, structures, parking lots and other non-vegetated surfaces.

Lot, Double Frontage: A lot with at least two non-contiguous sides abutting upon a street.

Lot, Interior: Any lot other than a back lot, corner lot or double frontage lot.

Lot Lines: The lines bounding a lot as defined below:

1. Front Lot Line:

a. Interior Lot: The lot line abutting the street.

b. Corner Lot or Through Lot: The lot line separating the lot from either street.

c. Back Lot: The line closest to and most parallel to the street from which vehicular access to the lot is gained.

ARTICLE XII. DEFINITIONS

1 **2. Rear Lot Line:** The lot line opposite the front lot line. On a lot pointed at the rear, the rear lot
2 line shall be an imaginary line between the side lot lines parallel to the front lot line, not less than
3 10 feet long, lying farthest from the front lot line. On a corner lot, the rear lot line shall be
4 opposite the front lot line of least dimension.

5 **3. Side Lot Line:** Any lot lines other than the front lot line or rear lot line.

6 **Lot Width:** For a back lot, the shortest distance between the side lot lines of the lot measured at the front
7 setback line. For any other lot, the distance between the side lot lines of the lot measured at the front lot
8 line.

9 **Lot Width, Minimum (applicable to the Residential Shoreland District and the Resource Protection**
10 **District):** The closest distance between the side lot lines of a lot. When only two lot lines extend into the
11 shoreland zone, both lot lines shall be considered to be side lot lines. [Amended 5/17/08]

12 **Manufactured Housing:** This term shall be as defined in 30-A M.R.S.A. Sec. 4358, as amended, and
13 shall include both “mobile homes” and “modular homes” as defined therein.

14 **Manufactured Housing on Individual Lot:** Manufactured housing that meets the minimum
15 requirements of Section 11-5. Manufactured Housing on Individual Lots.

16 **Mobile Home Park:** A parcel of land under unified ownership approved by the town for the placement of
17 3 or more manufactured homes.

18 **Mobile Home Park Lot:** The area of land on which an individual home is situated within a mobile home
19 park and which is reserved for use by the occupants of that home.

20 **Marina:** A business establishment having frontage on navigable water and, as its principal use, providing
21 for hire offshore moorings or docking facilities for boats, and which may also provide accessory services
22 such as boat and related sales, boat repair and construction, indoor and outdoor storage of boats and
23 marine equipment, bait and tackle shops and marine fuel service facilities.

24 **Market Value:** The estimated price a property will bring in the open market and under prevailing market
25 conditions in a sale between a willing seller and a willing buyer, both conversant with the property and
26 with prevailing general price levels.

27 **Mineral Exploration:** Hand sampling, test boring, or other methods of determining the nature or extent
28 of mineral resources which create minimal disturbance to the land and which include reasonable measures
29 to restore the land to its original condition.

30 **Mineral Extraction (applicable within the Residential Shoreland District and the Resource**
31 **Protection District):** Any operation within any 12 month period which removes more than 100 cubic
32 yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location
33 and to transport the product removed, away from the extraction site. [Amended 5/17/08]

34 **Mineral Extraction (applicable outside the Residential Shoreland District and the Resource**
35 **Protection District):** Any operation that involves the excavation, processing, and/or storage of more than
36 1,000 cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material within any 12
37 month period.

38 **Multiplex Housing:** Multiplex housing is housing containing 2 or more attached dwelling units, each of
39 which has independent outside access. Multiple units may be arranged in a variety of configurations. Each
40 individual building may contain no more than 4 units. Existing structures, including large older homes,
41 may be converted to multiplex housing as long as the conversion otherwise meets this definition.
42 Multiplex housing may include condominiums.

43 **Native:** Indigenous to the local forests. [Adopted 5/17/08]

44 **Net Residential Acreage (Applicable to Subdivisions):** The area of a tract or parcel of land which, as
45 determined by the Planning Board, is suitable for development as a subdivision. The area shall be
46 calculated by subtracting the following from the total acreage of the tract or parcel:

- 47 1. Areas that are cut off from the main parcel by existing land uses, improvements, topographical
48 features or previous conveyances so that no means of access can be reasonably provided, and the
49 land is isolated and unavailable for development;
- 50 2. Areas located below the normal high water mark of water bodies (ponds, rivers, streams or
51 brooks) abutting or located on the parcel;

ARTICLE XII. DEFINITIONS

3. Areas located in the 100 year floodplain as designated on the most recently adopted Flood Insurance Rate Map and the Flood Hazard Area Map of the National Flood Insurance Program for the town of North Yarmouth;
4. Areas within 250 feet of the Royal River, Chandler Brook and the East Branch;
5. Areas classified as wetlands as defined by the Maine Natural Resources Protection Act.
6. Areas which have been created by filling or draining a pond or wetland;
7. Areas consisting of un-reclaimed gravel pits, unless the subdivision application includes a reclamation plan;
8. Areas having slopes greater than 20 percent;
9. Areas having very poorly drained soils, and
10. Areas subject to existing rights-of-ways or easements.

In addition, 15 percent of the total acreage of the site remaining after subtracting those areas listed above shall be deducted as an allowance for roads, parking and rights of way, whether or not the actual area devoted to roads is greater or less than 15 percent. However, the 15 percent deduction shall not be subtracted when there are no roads planned as part of a subdivision.

For determination of poorly and very poorly drained soils, the following guidelines shall apply:

1. Soil classifications shall be developed based upon high intensity soils mapping conducted by a Maine certified soil scientist, in accordance with the standards established by the Maine Association of Professional Soil Scientists and the National Cooperative Soils Survey unless waived by the Planning Board pursuant to number 2 below.
2. In cases where the requirement of a high intensity soils map is waived by the Planning Board, deductions for unsuitable soils shall be determined in the following manner: Land areas with a water table within 6 inches of the surface for 3 or more months a year shall be deducted. In making this determination, the Planning Board shall consider medium-intensity soils maps, perform site visits, consult experts and review other available information as provided by the applicant.

Net Residential Density: Net residential density shall mean the number of dwelling units per net residential acre.

Non-conforming Building or Structure: A building or structure, which does not meet any one or more of the following dimensional requirements: setback, height, or lot coverage, but which is allowed solely because it was in lawful existence at the time this ordinance or subsequent amendment took effect. [Amended 5/17/08]

Non-conforming Condition: Non-conforming lot, structure or use which is allowed solely because it was in lawful existence at the time this ordinance or subsequent amendment took effect. [Adopted 5/17/08]

Non-conforming Lot: A single lot of record which, at the effective date of this ordinance or amendment of this ordinance, does not meet the minimum lot area, net lot area per dwelling unit, minimum street frontage, or other similar lot requirements of the district in which it is located. It is allowed solely because it was in lawful existence at the time this ordinance or subsequent amendment took effect. [Amended 5/17/08]

Non-conforming Use: Use of buildings, structures, premises, land or parts thereof which is not permitted in the district in which it is situated, but which is allowed to remain solely because it was in lawful existence at the time this ordinance or subsequent amendment took effect. [Amended 5/17/08]

Normal High-water Line: That line which is apparent from visible markings, changes in the character of soils due to prolonged action of the water or changes in vegetation, and which distinguishes between predominantly aquatic and predominantly terrestrial land. Areas contiguous with rivers (Royal River, Chandler Brook, East Branch of Chandler Brook) that support non-forested wetland vegetation and hydric soils and that are at the same or lower elevation as the water level of the river during the period of normal high-water are considered part of the river. [Amended 5/17/08]

ARTICLE XII. DEFINITIONS

1 **One Hundred-Year (100-year) Floodplain:** Means the flood having a one percent chance of being
2 equaled or exceeded in any given year. Referred to as the “base flood” within the town’s Floodplain
3 Management Ordinance.

4 **Open Space:** The portion of a lot or site which is maintained in its natural state or planted with grass,
5 shrubs, trees or other vegetation and which is not occupied by buildings, structures or other impervious
6 surfaces. A significant portion of the open space should include high value open space areas as identified
7 in the Comprehensive Plan’s Open Space Plan.

8 **Open Space Development:** A subdivision with a very low residential density, less than 1 residential unit
9 on 10 acres, designed to preserve open space, and in particular to permanently preserve high value open
10 space as defined in the Comprehensive Plan’s Open Space Plan.

11 **Parcel of Land:** All contiguous land in the same ownership, provided that lands located on opposite sides
12 of a public street or private road shall be considered each a separate tract or parcel of land unless the road
13 was established by the owner of land on both sides thereof.

14 **Parking Space:** Parking space shall mean an area of not less than 200 square feet, exclusive of drives or
15 aisles giving access thereto, accessible from streets or aisles leading to streets and usable for the storage
16 or parking of passenger vehicles. Parking space or access thereto shall be constructed as to be usable year
17 round.

18 **Passive Recreation:** Leisure activities, including but not limited to walking, picnicking, and hiking, that
19 are of an informal nature, do not take place at prescribed sites of fields, and usually do not require
20 extensive equipment. Passive recreation does not include team sports or the use of motorized vehicles.

21 **Person:** An individual, corporation, governmental agency, municipality, trust, estate, partnership,
22 association, two or more individuals having a joint or common interest, or other legal entity.

23 **Piers, Docks, Wharves, Bridges and Other Structures and Uses Extending Over or Beyond the**
24 **Normal High-Water Line or Within a Wetland:**

25 **Temporary:** Structures that remain in or over the water for less than 7 months in any period of 12
26 consecutive months.

27 **Permanent:** Structures that remain in or over the water for 7 months or more in any period of 12
28 consecutive months.

29 **Planning Board:** Means the Town of North Yarmouth Planning Board.

30 **Pond:** A naturally occurring inland body of water, but not including great ponds as defined by the Natural
31 Resource Protection Act.

32 **Preliminary Plan:** The preliminary drawings indicating the proposed layout of the subdivision to be
33 submitted to the Planning Board for its consideration.

34 **Principal Structure:** Any building or structure containing the primary or main use of the lot on which it
35 is located. A building other than one that is used for purposes wholly incidental or accessory to the use of
36 another building or use on the same premises.

37 **Principal Use:** The primary use to which the premises are devoted, and the main purpose for which the
38 premises exist. A principal use is a use other than one that is wholly incidental or accessory to another use
39 on the same premises.

40 **Professional Engineer:** A professional engineer, registered in the State of Maine.

41 **Public Facility:** Any facility, including, but not limited to, buildings, property, recreation areas, and
42 roads, which are owned, leased, or otherwise operated, or funded by a governmental body or public
43 entity. [Adopted 5/17/08]

44 **Public Utilities:** Are facilities for the transmission or distribution of water, gas, electricity, or
45 communication; or for the collection, treatment or disposal of wastes. This definition shall not include
46 wireless communications towers or facilities.

47 **Public Water System:** A water supply system that serves 25 or more people for 60 or more days per
48 year. The Yarmouth Water District is a “Community Water System”, which serves people in their place
49 of residence. There are 2 other types of public water supplies that are regulated by state and federal law:
50 “Non-Transient Non-Community Water Systems” such as schools or office buildings, and “Transient

ARTICLE XII. DEFINITIONS

Non-Community Water Systems”, which serve a constantly changing, transient population such as motels, restaurants and campgrounds.

Recent Flood Plain Soils: The following soil series as described and identified by the National Cooperative Soil Survey: Fryeburg, Hadey, Limerick, Lovewell, Medomak, Ondawa, Alluvial, Cornish, Charles, Podunk, Rumney, Saco, Suncook, Sunday, Winooski. [Amended 5/17/08]

Recreational Facility: A place designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities, excluding boat-launching facilities.

Recreational Vehicle: A vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, tent trailer, camp trailer, and motor home. In order to be considered as a vehicle and not as a structure, the unit must remain with its tires on the ground, and must be registered with the State Division of Motor Vehicles.

Replacement System (sewage disposal): A system intended to replace: (a) an existing system which is either malfunctioning or being upgraded with no significant change of design flow or use of the structure, or (b) any existing overboard wastewater discharge. [Adopted 5/17/08]

Retail Sales and Services: Any business engaged in the sale of goods or services to the ultimate consumer for direct consumption and/or use.

Right-of -way: An area or strip of land described in a recorded deed and dedicated to the purpose of providing access to a parcel or parcels of land other than the land on which the right-of-way crosses. No land in the right-of-way may be used to meet any dimensional requirements of this Ordinance.

Riparian: Riparian areas are plant communities contiguous to and affected by surface and subsurface hydrogeological features or bodies of water and wetlands. Riparian areas have one or more or both of the following characteristics: (a) distinctly different vegetative species than adjacent areas; (b) species similar to adjacent areas but exhibiting more vigorous or robust growth forms; and/or (c) riparian areas are usually transitional between wetland and upland.

Riprap: Rocks, irregularly shaped, and at least 6 inches in diameter, used for erosion control and soil stabilization, typically used on ground slopes of 2 units horizontal to one unit vertical or less.

River: Rivers include the free flowing length of the Royal River, Chandler Brook and the East Branch including the wetlands associated with these rivers. (See definition of “wetlands associated with rivers”)

Road (applicable outside the Residential Shoreland District and the Resource Protection District):

A route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of motorized vehicles. [Amended 5/17/08]

Road (applicable within the Residential Shoreland District and the Resource Protection District): A

route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of motorized vehicles, excluding driveways, as defined. [Amended 5/17/08]

Rural Districts: Rural districts include the Farm and Forest District, Residential Shoreland District and Resource Protection District.

Service Drop: Any utility line extension which does not cross or run beneath any portion of a water body provided that:

1. In the case of **electric service**
 - a. The placement of wires and/or the installation of utility poles is located entirely upon the premises of the customer requesting service or upon a roadway right-of-way; and
 - b. The total length of the extension is less than 1,000 feet.
2. In the case of **telephone service**
 - a. The extension, regardless of length, will be made by the installation of telephone wires to existing utility poles, or
 - b. The extension requiring the installation of new utility poles or placement underground is less than 1,000 feet in length.

ARTICLE XII. DEFINITIONS

1 **Setback:** The horizontal distance from a lot line to the nearest part of a building or structure.

2 **Setback from the Water:** The nearest horizontal distance from the normal high-water line of a water
3 body, tributary stream, or the upland edge of a wetland, including Deer Brook wetland and Knight's
4 Pond, to the nearest part of a structure, road, parking space or other regulated object or area. [Amended
5 5/17/08]

6 **Shore Frontage:** The length of a lot bordering on a water body or wetland measured in a straight line
7 between the intersections of the lot lines with the shoreline. [Amended 5/17/08]

8 **Shoreland Zone:** The land areas located within 250 feet, horizontal distance, of the normal high-water
9 line of the Royal River, Chandler Brook and the East Branch; within 250 feet of the upland edge of the
10 Deer Brook wetland and Knight's Pond; or within 75 feet, horizontal distance, of the normal high-water
11 line of sections of Toddy Brook, Pratt's Brook, Deer Brook, and the unnamed tributary to Chandler
12 Brook. These areas are zoned as Resource Protection or Residential Shoreland Districts as displayed on
13 the Town of North Yarmouth Zoning Map. [Adopted 5/17/08]

14 **Shoreline:** The normal high-water line, or upland edge of a wetland. [Adopted 5/17/08]

15 **Sign:** An object, device, display or structure, or part thereof, situated outdoors or indoors, which is used
16 to advertise, identify, display, direct or attract attention to an object, person, institution, organization,
17 business, product, service, event or location by any means, including words, letters, figures, design,
18 symbols, fixtures, colors, illumination or projected images.

19 **Sight Distance:** The length of an unobstructed view from a particular access point to the farthest visible
20 point of reference on a street. Used in this Ordinance as a reference for unobstructed street visibility.

21 **Sketch Plan:** Conceptual maps, renderings, and supportive data describing the project proposed by the
22 applicant for initial review prior to submitting an application for subdivision or development approval.

23 **Sludge:** Residual material produced by water or sewer treatment processes, industrial processes, or
24 domestic septic tanks.

25 **Snow Dump:** A location to which snow is transported and dumped by commercial, municipal, or state
26 snowplowing operations.

27 **Storm Water Impoundment:** Any structure designed and constructed to contain storm water runoff.

28 **Stream:** A "river, stream or brook" as defined by the Maine Natural Resource Protection Act.

29 **Street:** An existing state, county, or town way; a way dedicated for public use and shown upon a
30 subdivision plan approved by the Planning Board and recorded in the Cumberland County Registry of
31 Deeds; or a way dedicated for public use and shown on a plan duly recorded in the Cumberland County
32 Registry of Deeds prior to the establishment of the Planning Board and the grant to the Planning Board of
33 its power to approve plans. The term "street" shall not include those ways that have been discontinued or
34 abandoned, nor shall it include a private easement or right of way not dedicated for public use.

35 **Street Frontage:** The width of the lot as it fronts the street.

36 **Structure:** Anything built for the support, shelter or enclosure of persons, animals, goods or property of
37 any kind, together with anything constructed or erected with a fixed location on or in the ground,
38 exclusive of fences, and poles, wiring and other aerial equipment normally associated with service drops
39 as well as guying and guy anchors. The term includes structures temporarily or permanently located, such
40 as decks, patios, and satellite dishes. [Amended 5/17/08]

41 **Subdivision:** As defined in Title 30-A, M.R.S.A., Section 4401, as amended.

42 **Subdivision, Major:** Any subdivision containing more than four lots.

43 **Subdivision, Minor:** A subdivision containing not more than four lots. If a street or other municipal,
44 water or sewer facilities are proposed, the Planning Board may require that the subdivision be reviewed as
45 a major subdivision.

46 **Substantial Start:** Completion of 30 percent of a permitted structure or use measured as a percentage of
47 estimated total cost.

48 **Subsurface Sewage Disposal System:** Any system designed to dispose of waste or waste water on or
49 beneath the surface of the earth: includes, but is not limited to: septic tanks; disposal fields; advanced
50 wastewater treatment systems; grandfathered cesspools; holding tanks; pretreatment filter, piping, or any
51 other fixture, mechanism, or apparatus used for those purposes; does not include any discharge system

ARTICLE XII. DEFINITIONS

1 licensed under title 38 M.R.S.A. Section 414, any surface water disposal system, or any municipal or
2 quasi-municipal waste water treatment system.

3 **Sustained slope:** A change in elevation where the referenced percent grade is substantially maintained or
4 exceeded throughout the measured area.

5 **Temporary Housing:** The CEO may issue permits for temporary housing for a period not to exceed 6
6 months with one 6-month renewal possible. This provision is limited to the intended occupants of a
7 permanent dwelling unit that is being constructed or repaired and for which a Certificate of Occupancy
8 will be sought. [Amended 6/15/13]

9 **Timber Harvesting:** The cutting and removal of trees from their growing site, and the attendant
10 operation of cutting and skidding machinery but not the construction or creation of roads. Timber
11 harvesting does not include the clearing of land for approved construction.

12 **Transfer Station:** Facility designed for temporary storage of discarded material intended for transfer to
13 another location for disposal or re-use.

14 **Tributary Stream (only applicable to the Residential Shoreland District and the Resource**
15 **Protection District):** A channel between defined banks created by the action of surface water, whether
16 intermittent or perennial, and which is characterized by the lack of upland vegetation or presence of
17 aquatic vegetation and by the presence of a bed devoid of topsoil containing waterborne deposits on
18 exposed soil, parent material or bedrock, and which flows to the Royal River, Chandler Brook, the East
19 Branch, sections of Toddy Brook, Pratt's Brook, Deer Brook, and the unnamed tributary to Chandler
20 Brook, that are zoned as Resource Protection, or the Deer Brook wetland or Knight's Pond as displayed
21 on the Zoning Map. This definition does not include the term "stream" as defined elsewhere in this
22 Ordinance.

23 **Upland Edge of a Wetland:** The boundary between upland and wetland, including the Deer Brook
24 wetland and Knight's Pond. The upland edge is formed where the soils are not saturated for a duration
25 sufficient to support wetland vegetation; or where the soils support the growth of wetland vegetation, but
26 such vegetation is dominated by woody stems that are 6 meters tall (approximately 20 feet) or taller.
27 [Amended 5/17/08]

28 **Variance:** A variance is a relaxation of the terms of this Ordinance. A variance may only be authorized
29 by the Zoning Board of Appeals pursuant to Article VI. Variances and Appeals.

30 **Vegetation:** All live trees, shrubs, ground cover, and other plants including without limitation, trees both
31 over and under 4 inches in diameter, measured at 4½ feet above ground level.

32 **Velocity Zone:** An area of special flood hazard extending from offshore to the inland limit of the primary
33 frontal dune along an open coast and any other area subject to high velocity wave action from storms or
34 seismic sources.

35 **Vernal Pool:** A naturally occurring, temporary to permanent body of water in shallow depressions that
36 fill during the spring and fall and may be dry during the summer. The vernal pool contains no viable
37 populations of predatory fish, and it provides primary breeding habitat for wood frogs, spotted
38 salamanders, blue-spotted salamanders, and fairy shrimp and provides habitat for other wildlife including
39 several endangered and threatened species. The presence of one or more of these species is usually
40 conclusive evidence of a vernal pool.

41 **Volume of a Structure:** The volume of all portions of a structure enclosed by roof and fixed exterior
42 walls as measured from the exterior faces of these walls and roof.

43 **Water Body:** Any river or stream with Resource Protection zoning to include the Royal River, Chandler
44 Brook, the East Branch, and sections of Toddy Brook, Pratt's Brook, Deer Brook and an unnamed
45 tributary to Chandler Brook, as depicted on the Zoning Map.

46 **Water Crossing:** Any project extending from one bank to the opposite bank of a river or stream, whether
47 under, through, or over the watercourse. Such projects include but may not be limited to roads, fords,
48 bridges, culverts, water lines, sewer lines, and cables as well as maintenance work on these crossings.
49 This definition includes crossings for timber harvesting equipment and related activities. [Amended
50 5/17/08]

ARTICLE XII. DEFINITIONS

Water Source Protection Area: The area with 1,000-foot radius of a public water supply as defined herein, and for the Yarmouth Water District the area within the Groundwater Protection Overlay District.

Wellhead: The specific location of a well (a hole or shaft dug or drilled to obtain water) and/or any structure built over or extending from a well.

Wetland: A freshwater wetland, as defined by the Maine Natural Resource Protection Act¹

Wetlands Associated Rivers: Wetlands contiguous with or adjacent to the Royal River and the portion of Chandler Brook from its confluence with the East Branch to the Royal River, and which during normal high water are connected by surface water to the river. Also included are wetlands that are separated from the river by a berm, causeway, or similar feature less than 100 feet in width, and which have a surface elevation at or below the normal high water line of the river. Wetlands associated with rivers are considered to be part of that river.

Wetland, Forested: A wetland dominated by woody vegetation that is 6 meters tall (approximately 20 feet) or taller. [Amended 5/17/08]

Wetland, High Value: A freshwater wetland, as defined by the Maine Natural Resource Protection Act, which meets one or more of the following criteria:

1. Contains a pond or a vernal pool;
2. Lies within the 100-year floodplain of a stream or a pond;
3. More than 50 percent of the dominant species in all strata of the vegetation consist of facultative wetland or obligate wetland plant species, as listed in the National List of Plant Species that Occur in Wetlands, by the U.S. Fish and Wildlife Service, latest edition.

Wetland, Low Value: A fresh water wetland, as defined by the Natural Resource Protection Act, which does not meet the criteria of a high value wetland.

Wireless Communications: Any personal wireless services as defined in the Federal Telecommunications Act of 1996 which includes FCC licensed commercial wireless telecommunications services including cellular, personal communications services (PCS), specialized mobile radio (SMR), enhanced specialized mobile radio (ESMR), paging, and similar services that currently exist or that may in the future be developed.

Wireless Communication Facility (WCF): A facility that transmits, receives, distributes, provides or offers telecommunications services, radio or television signals, or any other spectrum-based transmissions/receptions, together, with the facility's associated antennas, microwave dishes, horns, cables, wires, conduits, ducts, lightning rods, electronics and other types of equipment for the transmission, receipt, distribution or offering of such signals; wireless communication towers, antenna support structures, and other structures supporting said equipment and any attachments to those structures including guy wires and anchors, equipment buildings, generators, parking areas, utility services, driveways and roads and other accessory features.

Wireless Communication Facility – Co-Located: A wireless telecommunications facility that includes a wireless communication tower or ATS supporting one or more antennas and owned or used by more than one public or private entity.

Wireless Communication Tower (Tower): A structure designed and constructed specifically to support an antenna array. A tower may be a monopole, self-supporting (lattice) tower, guy-wire support tower and other similar structure, and includes all supporting lines, cables, wires, and braces.

Woody Vegetation: Live trees or woody, non-herbaceous shrubs. [Adopted 5/17/08]

Zoning Board of Appeals or ZBA: Means the Town of North Yarmouth Zoning Board of Appeals.

Zoning Map: Means the Town of North Yarmouth Zoning Map.

¹ A fresh water wetland means fresh water swamps, marshes, bogs and similar areas that are: inundated or saturated by surface or groundwater at a frequency and for a duration sufficient to support, and under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils; and not considered part of great pond, coastal wetland, river, stream or brook. (38 M.R.S.A. Section 480-B, or as amended).